

# **TOWNSEND HARRIS HIGH SCHOOL**

## **COLLEGE HANDBOOK** **Class of 2010**



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**Principal**

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Revised 2009

## INTRODUCTION

Dear Student,

This handbook is designed to be used as a reference tool to assist you with the college application process. Many questions you will have along the way may be answered within these pages. Please familiarize yourself with the content, share it with your parents, and keep it in a safe place for reference.

The goal is to help you find college choices that meet your needs and to help you go through the admissions process with confidence, understanding and clarity. This process involves many steps and several decisions you and your family will have to make. Although you and your family have the ultimate responsibility in making decisions about college choice, we are here to assist.

**You must follow through and meet all required deadlines.** It is recommended that you designate one place for all college related materials and organize information about each college that you will consider in a separate folder. Please keep a copy of all materials you send to college in your files.

Information will be disseminated and questions will be answered through:

- Classroom sessions
- Individual appointments
- Bulletin board displays on the 3<sup>rd</sup> floor
- Notices in your mailbox
- Email messages (YOU MUST CHECK YOUR EMAIL DAILY FOR IMPORTANT UPDATES!)
- College representative visits to THHS (scheduled visits will be posted on the bulletin board outside the College Office – Room 314)
- Parent meetings in the evening

Choosing a college that is right for you can be an adventure. Enjoy the journey!

*THE COLLEGE OFFICE*

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## **IMPORTANT NUMBERS TO REMEMBER**

(718) 575-5580, EXT. 3140	Townsend Harris H.S. College Office (Room 314)
(718) 997-3175	Bridge Year Office at Queens College
<b>331934</b>	School Code for Townsend Harris H.S. (This is the CEEB code – used for SAT exams and college applications)
<b>2950</b>	CUNY School Code for SAT Scores for all CUNY schools
1 (609) 771-7600	Direct line to the SAT service
1 (518) 454-5642	New York State Higher Education Services Corporation (financial aid)
1 (212) 997-CUNY 1 (800) CUNY-YES	CUNY Admissions Service
1-800-342-3811	SUNY Application Processing Center
1-800-433-3243	FAFSA Help Center
1-305-829-9793	CSS Profile Help Center

## **IMPORTANT WEBSITES**

- Princeton Review.....[www.princetonreview.com](http://www.princetonreview.com)  
Explore colleges and careers, research financial aid options, practice for the SAT and ACT, learn life skills, and create a resume/portfolio.
- The College Board.....[www.collegeboard.com](http://www.collegeboard.com)  
Features online registration for the SAT and helps with essay preparation. Finds colleges and does side-by-side comparisons. Financial aid planning is also available.
- Collegenet..... [www.collegenet.com](http://www.collegenet.com)  
The CollegeNet search engine looks at college-related websites.  
Offers a personal organizer, practice tests for the SAT and ACT, and discussion groups.
- Campus Tours.....[www.campustours.com](http://www.campustours.com)  
Features virtual tours and videos of college campuses.
- College Rankings and other information..... [www.usnews.com](http://www.usnews.com)
- CUNY-QC/Career Exploration.....[www.qc.edu/career](http://www.qc.edu/career)
- Common Application Online.....[www.commonap.org](http://www.commonap.org)
- SUNY Application Online.....[www.suny.edu/student](http://www.suny.edu/student)
- CUNY Application Online.....[www.cuny.edu/apply](http://www.cuny.edu/apply)

## **INFORMATION ABOUT FINANCIAL AID**

- FEDERAL STUDENT AID ON THE WEB.....[www.studentaid.ed.gov](http://www.studentaid.ed.gov)
- FINAID.....[www.finaid.org](http://www.finaid.org)
- FASTWEB'S COLLEGE GOLD.....[www.collegegold.com](http://www.collegegold.com)
- TAXES FOR STUDENTS.....[www.irs.gov/individuals/students/index.html](http://www.irs.gov/individuals/students/index.html)
- U.S. DEPARTMENT OF EDUCATION.....[www.ed.gov](http://www.ed.gov)

## **SOURCES OF FINANCIAL AID**

FASTWEB SCHOLARSHIP SEARCH.....[www.fastweb.com](http://www.fastweb.com)

FEDERAL DIRECT  
LOANS.....[www.ed.gov/DirectLoan](http://www.ed.gov/DirectLoan)

FAFSA (Free App. For Federal Student Aid).....[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

FEDERAL PIN.....[www.pin.ed.gov](http://www.pin.ed.gov)

## **CALCULATORS**

COLLEGE COST, LOAN, SAVINGS, EXPECTED FAMILY CONTRIBUTION  
CALCULATORS.....[www.finaid.org/calculators](http://www.finaid.org/calculators)

TUITION COST CALCULATOR..... [www.princetonreview.com](http://www.princetonreview.com)

## **COLLEGE ADMISSIONS/TESTING**

FASTWEB COLLEGE SEARCH.....[www.fastweb.com](http://www.fastweb.com)

ACT.....[www.act.org](http://www.act.org)

SAT.....[www.sat.org](http://www.sat.org)

## **GENERAL INFORMATION**

U.S. DEPARTMENT OF EDUCATION.....[www.ed.gov](http://www.ed.gov)

STUDENT GATEWAY TO U.S. GOVERNMENT.....[www.students.gov](http://www.students.gov)

## **COLLEGE PLANNING CALENDAR**

## **SEPTEMBER**

Your senior year begins!!

- Check your transcript carefully. This is a replica of the one that will be sent to your colleges. If necessary, request corrections. If no corrections are needed, write *O.K.* on the transcript and sign it. This will attest to the accuracy of your transcript. *A COPY OF YOUR TRANSCRIPT CANNOT BE SENT TO COLLEGES WITHOUT YOUR VERIFICATION OF ITS ACCURACY.*
- Check the deadlines for the schools that you are planning to consider.
- Ask two teachers from your junior and/or senior courses (including Queens College class and College Now professors) to write your letters of recommendation. It is best to choose teachers who know you well, both academically and personally. Give them information they may need to assist with this task. Corrected papers with teacher's comments help them recall your work. Be gracious – it is a lot of work! (Don't wait until the last minute. Remember many students are requesting recommendations.)
- Update your SSR including summer activities and any new senior positions. Submit a comprehensive summary to the College Office **BEFORE** you request a letter to be written for you. Circle the date printed on the top page.
- Type or neatly print your ***COURSES IN PROGRESS*** sheet and hand it in to the College Office. Do not abbreviate. Write out full names of all courses, including Queens College courses.
- Check with the College Office (Room 314) for dates when College Representatives will visit THHS. Sign up in advance and get a pass.
- Find out precisely which forms, test scores, scholarship applications, etc. are required for all of your college choices and make sure that those requirements are met by the school's deadline. Remember, your college counselor is always there to help you with this process.
- Register for the ACT/SAT I or II this month especially if you are applying to highly competitive schools.
- Continue to research and narrow the choices on your ***College Wish List*** by attending college fairs, gathering brochures, visiting campuses, and speaking with representatives who visit THHS.

**Note:** Most college applications require a personal statement or essay. Remember to follow instructions on the application and be sure to write about the topic specified.

**SAT I, SAT II AND ACT REGISTRATION MATERIALS** are available in the College Office or online. The **THHS School Code** is **331934** and must be written on your application in order for THHS to receive your results. Your SAT scores must be sent directly from the College Board to the schools to which you apply.

**331934**

**MUST BE ON YOUR SAT APPLICATION IN ORDER FOR THHS  
TO RECEIVE YOUR SCORES.**

### **SAT I and SAT II**

<b><u>2009-2010</u> TEST DATES</b>	<b>REGULAR REGISTRATION</b>	<b>LATE REGISTRATION</b>
<b>October 10, 2009</b>	<b>September 9, 2009</b>	<b>September 23, 2009</b>
<b>November 7, 2009</b>	<b>October 1, 2009</b>	<b>October 15, 2009</b>
<b>December 5, 2009</b>	<b>October 30, 2009</b>	<b>November 12, 2009</b>
<b>January 23, 2010</b>	<b>December 15, 2009</b>	<b>December 30, 2009</b>

### **ACT**

<b><u>2009-2010</u> TEST DATES</b>	<b>REGULAR REGISTRATION</b>	<b>LATE REGISTRATION</b>
<b>October 24, 2009</b>	<b>September 18, 2009</b>	<b>October 2, 2009</b>
<b>December 12, 2009</b>	<b>November 6, 2009</b>	<b>November 20, 2009</b>
<b>February 6, 2010</b>	<b>January 5, 2010</b>	<b>January 15, 2010</b>

### **OCTOBER**

- ACT/SAT I and II exams are offered. Take advantage of this administration to complete your testing requirement.
- Your Early Decision/Early Action application choice (if applicable) must be entered on the THHS Student Services Site no later than **October 13, 2009**.
- You may consider applying through an **Early Decision** process *if you are absolutely certain* of which one college you would most like to attend. Remember, **early decision acceptance is binding**, which means, upon submission of the application, you have agreed to attend if accepted. Be sure you understand your obligations to the college prior to applying through this process. If you're not certain which college you hope to attend, but would still like to apply early, consider applying through a non-binding Early Action process. Both processes will respond to your application by mid-December.
- Keep your grades up in both Townsend Harris and Queens College. This year is very important. Most colleges will see your first term (mid-year) grades. Some may ask for second marking period grades.

### **NOVEMBER**

- SAT I and II exams are offered. This administration is your last opportunity for early applications.
- If your earliest deadline is January 1st, you must enter your school choices on the THHS Student Services Site by **November 6, 2009**.
- Begin thinking about your financial aid needs (see pages 20-21).

## DECEMBER

- ACT/SAT I and II exams are offered. This is your final chance for priority applications (December 1st deadlines).
- Family financial papers should be gathered at this time. Your College Scholarship Service (CSS) Profile should be filed as soon as possible for those schools that require it.
- Early Decision and Early Action applicants should hear from their schools by mid-month.
- If you are accepted to your Early Decision school, you **must**, at this time, rescind all other applications submitted.
- Please bring a copy of all acceptance/award letters to the College Office.

## JANUARY

- The Free Application for Federal Student Aid (FAFSA) should be filed as soon as possible (AFTER JANUARY 1<sup>st</sup>, BUT BEFORE FEBRUARY 15<sup>th</sup>).
- SAT I and II exams are offered – this date may be too late for highly competitive schools but may be used for schools with rolling admissions.
- Midyear Reports will be submitted automatically for students who applied through Common App. online. Other applications require a stamped, addressed envelope to be submitted to the College Office one month prior to the due date. **NOTE:** CUNY schools do not require Midyear Reports.

## FEBRUARY

- Check with your teachers to verify that letters of recommendation were sent to the colleges.
- Visit campuses of schools, not yet seen, during Presidents' Week recess.
- Complete all financial aid applications (FAFSA, CSS PROFILE, TAP) and institutional forms.

## MARCH

- Only SAT I is offered this month.
- Inform schools (where your application is pending) about any new accomplishments or activities that will add strength to your file.

## APRIL

- Complete your "Thank You" notes to all who helped with the college application process.
- Most colleges mail their regular admission decisions this month. **NOTE: Be sure the College Office has a copy of your acceptance/award letters.**
- You should receive your Tuition Assistance Program (TAP) acknowledgement. If the school you will be attending is different from the one listed on your TAP application, change the school and correct any incorrect financial data. Return the corrected form to the processor immediately. TAP grants are available **only** for New York State residents who attend college in New York State.

## MAY

- May 1<sup>st</sup> –You **MUST** accept admission to **ONE, AND ONLY ONE**, college by May 1<sup>st</sup>. Colleges exchange acceptance lists. You **MUST NOT DOUBLE DEPOSIT**. If

you do, you may forfeit your acceptance at both institutions. Please be considerate of students on Wait Lists. **Notify colleges to which you have been accepted, but do not wish to attend, that you are declining their offer of acceptance.**

- Check your ***School/Scholarship Reporting*** form indicating:
  - All schools to which you applied
  - The schools to which you were accepted (A), denied (D), or wait-listed (WL)
  - Any scholarship or grant monies that were offered (accepted or not)
  - The school you will attend in September
  - **NOTE: Be sure the College Office has a copy of your acceptance/award letters.**
- **Apply for the summer job you have been thinking about.**

## **JUNE**

- Final Reports will be submitted automatically for students who applied through Common App. online. Other applications require a stamped, addressed envelope submitted to the College Office one month prior to the due date. **NOTE:** CUNY schools do not require Final Reports.
- Loan application forms should be obtained if needed. Check with the Financial Aid Office of the college you will attend. Remember to compare rates and terms available at various financial institutions.

## **SUMMER**

- Your college bill arrives.
- Complete pre-registration forms.
- Read all of the academic information sent to you.
- On-Campus housing assignments should arrive.
- Pack your bags.
- Attend Freshman Orientation.

***CONGRATULATIONS GRADUATES!***

&

*Good Luck in your New Academic Setting!*



**REFERENCE GUIDE**  
**FOR COLLEGE APPLICATION PROCEDURES**

(These procedures are subject to change as new conditions warrant)

***WE STRONGLY ENCOURAGE STUDENTS TO  
USE THE COMMON APPLICATION ONLINE FOR  
ALL PARTICIPATING SCHOOLS.***

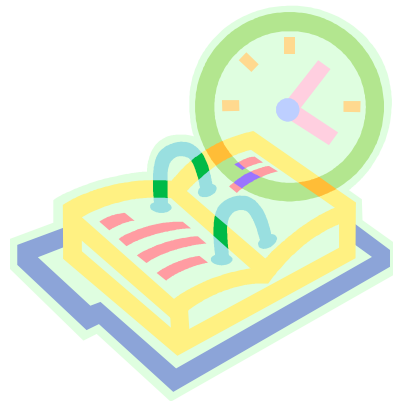
## **NUMBER OF COLLEGE APPLICATIONS:**

There is a limit on the number of applications that is reasonable to submit. College applications require a great deal of thought, money, and effort on the part of students, parents, teachers and the College Office. Therefore, you need to streamline your choices. It is advisable to apply to **CUNY, SUNY, and private schools and no more than eight (8) total choices**. Your list should include reach, target and safety schools.

## **REMEMBER:**

To write the most effective recommendation possible the following must be in your College Office folder **at the time you enter your choices online**:

- an updated and comprehensive SSR
- two or more green “In-House Teacher Comment Sheets”
- comments from other sources as appropriate
- completed “Courses in Progress” Sheet



## **PROCESSING INSTRUCTIONS** **FOR COLLEGE APPLICATIONS USING THE** **COMMON APPLICATION ONLINE:**

**THE COMMON APPLICATION IS NOW BEING PROCESSED ONLINE.**

If you are applying to a school that uses the Common App., we strongly encourage you to apply through Common App. online ([www.commonapp.org](http://www.commonapp.org))

**TO ENSURE THE TIMELY PROCESSING OF APPLICATIONS, STUDENTS MUST GO TO THE THHS STUDENT SERVICES SITE TO ENTER THEIR COLLEGE CHOICES AS FOLLOWS:**

**FOR EARLY ACTION/DECISION SCHOOLS**

- Go to “Onward to College” Section
  - Click on “Applying Early Action/Decision
  - Select name(s) of school(s)
    - One (1) school only for Early Decision
    - Several schools for Early Action (check with schools for approval)
    - Click “Submit” to save your entries

**Deadline to enter Early Action/Early Decision Schools is October 9, 2009.**

**FOR REGULAR DECISION APPLICATIONS TO SUNY, CUNY AND PRIVATE SCHOOLS**

- Go to “Onward to College” Section
  - Click on link for “SUNY, CUNY or PRIVATE SCHOOLS”
  - Select name(s) of school(s)
  - Click “Submit” to save your entries

**Deadline to enter Regular Decision Schools is November 6, 2009.**

Begin working on your Common App. online as soon as possible. Be sure to enter Ms. Teague’s name and email address in the Counselor Section in the following format:

Ms. Antoinette Teague  
[ateague@schools.nyc.gov](mailto:ateague@schools.nyc.gov)

**You may check the status of the College Office portion of your application at the THHS Student Services Site.**

**PROCESSING INSTRUCTIONS FOR COLLEGES THAT DO NOT USE THE COMMON APPLICATION ONLINE:**

The Counselor portions of your applications must be handed directly to the College Office staff in the following manner **at least one month** prior to the due date:

**Private and Out of State Schools**  
*(The School Report/Secondary School Report)*

**The top portion must be completed and signed** as indicated in the instructions. (It is advisable to check “I waive my right to access” (the recommendation) – this gives the recommendation more validity.

**A 9”X12” MANILA ENVELOPE IS REQUIRED FOR EACH APPLICATION**

*DON'T FORGET STAMPS!!*

*(sample envelope)*

A. Teague Townsend Harris High School 149-11 Melbourne Avenue Flushing, NY 11367	4 Stamps
Office of Undergraduate Admissions Name of College/Special Program Address City, State, Zip Code	

NAME OF SCHOOL & Program Student's Name Date submitted to College Office Date Due to College
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**IF YOU DECIDE NOT TO APPLY TO A COLLEGE FOR WHICH YOU HAVE SUBMITTED AN APPLICATION, YOU MUST INFORM THE COLLEGE OFFICE IMMEDIATELY!**

## **CUNY APPLICATIONS**

**APPLICATIONS FOR UNDERGRADUATE ADMISSION  
ARE COMPLETELY ONLINE AT [WWW.CUNY.EDU](http://WWW.CUNY.EDU)**

**Students may select and complete ONE of the following:**

**The General Freshman Admission Application** for programs at the 17 CUNY undergraduate campuses.

**Fall Priority Deadline:** March 15 (apply much earlier for popular programs and \$\$\$)

Visit [www.cuny.edu/undergraduate](http://www.cuny.edu/undergraduate)

**The Macaulay Honors College Application** for admission to their highly selective program available at seven campuses: Baruch, Brooklyn, City, CSI, Hunter, Lehman and Queens.

**Early Decision Deadline:** November 1  
**Regular Decision Deadline:** December 15  
Visit [www.cuny.edu/honorscollege](http://www.cuny.edu/honorscollege)

**The Teacher Academy Application** for admission to an innovative program educating teachers in mathematics and science. The Teacher Academy is offered at: Brooklyn, City, CSI, Hunter, Lehman, Queens, York, Borough of Manhattan Community College and Hostos Community College.

**Early Decision Deadline:** November 1  
**Regular Decision Deadline:** January 15  
Visit [www.cuny.edu/teachersacademy](http://www.cuny.edu/teachersacademy)

**Additional Application Procedures are required for:**

- Sophie Davis School of Biomedical Education  
Visit <http://med.cuny.edu>
- Brooklyn College Articulated Medical Program  
Visit <http://bamd.brooklyn.cuny.edu/bamdmain.html>

**Students will be required to provide the following information online:**

- Social Security Number (if not available, CUNY ID number will be provided)
- OSIS Number (printed on your program card)
- CEEB Code for THHS: **331934**
- Counselor's name and email address: Antoinette Teague, [ateague@schools.nyc.gov](mailto:ateague@schools.nyc.gov)
- A list of all secondary schools attended
- Family income information, if applying for an Opportunity Program (SEEK or College Discovery)

**NOTE:** In October, the College Office will receive "How to Apply to CUNY" brochures for further reference.

## **SUNY APPLICATIONS**

**Common Application Online** can be used for the following SUNY Schools: Binghamton University, Stony Brook University, University at Albany, University at Buffalo, College at Geneseo, College at Oneonta, Cortland, Fredonia, New Paltz, and Oswego. Follow instructions for the Common App. as shown on page 12.

**SUNY Online Applications** are available at [www.suny.edu/student](http://www.suny.edu/student). Here you must create an account, answer questions, choose a campus and curriculum, print your forms, pay with a credit card, and print a "Counselor Form" to submit to the College Office so that your transcript can be sent to each college to which you applied. Remember, **YOUR APPLICATION IS NOT COMPLETE WITHOUT AN OFFICIAL TRANSCRIPT SENT BY THE COLLEGE OFFICE.** You must provide the College Office with a stamped addressed envelope at least one month prior to the due date.

**Early Decision Program** is binding and can be used for **ONE** college choice and is available at: Buffalo State, University at Buffalo, Cortland, Fredonia, Geneseo, Maritime, NYS Ceramics at AU, Old Westbury, Oswego, Plattsburgh, Purchase and SUNYIT. **The application deadline is November 1. The completed, Part II (Supplemental) is due by November 15.**

**Early Action Program** is a non-binding early application that is available at: Albany, Binghamton, Environmental Science and Forestry, FIT, New Paltz, Oneonta, Stony Brook, and Stony Brook Southampton. You may apply to more than one early action program. **The application deadline is November 15. The completed, Part II (Supplemental) is due by December 1** (December 15 to Stony Brook and FIT).

**Special Programs and Supplemental Materials:** Information about programs of interest and supplemental applications required may be obtained at that particular school's website. When applicable, print forms and submit them to the College Office with a large stamped envelope. **The College Office will provide a supplemental form for SUNY schools if you do not have one.**

**Application Status:** You may check your application status at [www.suny.edu/student/appstatus](http://www.suny.edu/student/appstatus)

## **TEACHER RECOMMENDATIONS**

The teacher portion of your applications must be handed directly to your teacher in the following way:

- Well in advance of the due date, ask the teacher if he/she is willing to write a letter for you (follow the schedule used for the College Office) and what information (if any) is needed from you to help them complete this task. For online applications, you must obtain the teacher's email address and correct spelling of his or her name.
- Complete your section of the form (if one is available).
- It is recommended that you check the "I waive my right to access" box on the form.
- Include an unsealed, white legal size envelope (9 1/2" x 4") with two (2) stamps addressed to the Admissions Office of the College, if paper form is used.

- Check with the teacher after an appropriate period of time to see if the recommendation was mailed.
- Send a “thank you” note to the teacher for the recommendation and later inform him/her of your successes.

(sample envelope)

<b>THHS Address</b>	<b>2 Stamps</b>
<b>College Address (ONE FOR EACH SCHOOL)</b>	
<b>Teacher Recommendation-Your Name-Due Date</b>	

## **SCHOLARSHIP APPLICATIONS**

### **SCHOLARSHIP APPLICATIONS FOR INDIVIDUAL SCHOOLS**

- You must check online for any scholarships available at each college to which you apply.
- To be considered for this free money, necessary applications must be submitted by the stated deadline.

### **REQUESTING DOCUMENTS FOR A SCHOLARSHIP**

- Scholarship applications requiring transcripts and/or completion of forms must be submitted to the College Office at least **TWO WEEKS** in advance of the due date (with appropriate stamped envelope).

- We will process your request and hold these documents until you bring us your complete application ready for mailing. We cannot release a transcript or recommendation letter directly to any student.
- Please be sure to stamp the mailing envelope with the correct amount of postage.

**THE COLLEGE OFFICE WILL MAIL ALL SCHOLARSHIP APPLICATIONS AND SUPPORTING DOCUMENTS.**

(sample envelope)

<b>THHS Address</b>	<b>Correct Postage</b>
<b>Scholarship Name/Address</b>	
<b>Recommendation/Transcript-Your Name-Due Date Application Form (if applicable)</b>	

**MIDYEAR REPORT**

- Midyear Reports will be sent automatically for all applications using Common App. Online.
- For paper applications, one properly addressed and stamped envelope is required for each college to which you have applied.

(sample envelope)

<b>THHS Address</b>	<b>1 Stamp</b>
<b>College Address (ONE FOR EACH SCHOOL)</b>	
<b>Mid-Year Report-Student Name</b>	

## FINAL TRANSCRIPT

- Final transcripts will be processed automatically for all applications processed using Common App. Online.
- For paper applications, one properly addressed envelope is required for the college that you are attending.
- If you need to send a transcript to a school at which you were wait-listed, please provide a second properly addressed envelope along with a copy of the wait-list letter.

(sample envelope)

<b>THHS Address</b>	<b>1 Stamp</b>
<b>College Address (ONLY ONE)</b>	
<b>FINAL TRANSCRIPT – STUDENT NAME</b>	

## QUESTIONS???

- **PROBLEMS WITH APPLICATIONS SHOULD BE BROUGHT TO THE COLLEGE OFFICE. IF NECESSARY, AN APPOINTMENT WILL BE MADE TO ASSIST YOU.**
  
- **GROUP SESSIONS ARE HELD AT VARIOUS TIMES. BRING YOUR QUESTIONS, SHARE**

**YOUR IDEAS (a schedule will be posted in the College Office).**



## **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**

- FAFSA forms are available online in January. It should be carefully completed and submitted. Any supporting documents should be mailed to the appropriate address.
- Some colleges may also require that you complete their financial assistance applications. Such applications should be mailed directly to the indicated address at the college or submitted online according to instructions.

### **FINANCIAL AID BASIC FORMULA**

Cost of Education – Expected Family Contribution = Financial Need  
(CE) (EFC) (FN)

(CALCULATOR IS AVAILABLE AT [WWW.FINAID.ORG](http://WWW.FINAID.ORG))

### **Cost of Education (CE)**

- Tuition and fees
- Books and supplies
- Room and board
- Personal (e.g., clothing, laundry, recreation, medical)
- Transportation

### **Expected Family Contribution (EFC) (determined by a “need analysis” formula)**

- Parents’ annual income and age
- Family assets (e.g., savings)
- Family expenses
- Number of dependent children attending college
- Money from summer or part-time employment and personal savings  
(standard contribution is \$1,000 for first year of college)

### **Financial Need (FN)**

There are three types of financial aid (*Grants, Scholarships and Loans*). Aid must be applied for every year you attend college.

**GRANTS** are generally awarded on the basis of need alone.

- Federal grant programs (Pell, Supplemental Educational Opportunity Program-SEOG) vary with the federal budget and are awarded based on need.

**SCHOLARSHIPS** may be awarded on the basis of need and/or on the basis of academic achievement or other criteria.

**BOTH GRANTS AND SCHOLARSHIPS DO NOT HAVE TO BE REPAID!**

### **LOANS**

- **Federal Loans**
  - Perkins Loans - for students with exceptional need, must begin paying back nine (9) months after cessation of at least half-time enrollment.
  - Stafford Loan – subsidized and unsubsidized
    - Subsidized – start paying back principal and interest six (6) months after cessation of at least half-time enrollment.
    - Unsubsidized – pay back interest while in college, the principal after college
  - Supplemental Loans for Students (SLS) – start paying back principal plus interest within sixty (60) days of receipt of loan. This is not based on the “EFC Formula”.

- Parent Loan for Undergraduate Students (PLUS) – must start paying back principal and interest sixty (60) days after receiving the loan – deferment possible; not based on “EFC Formula”.
- **College Programs sometimes available**
  - Loan programs
  - Interest-free monthly plans
  - Work-study (Federal Work Study Program is not necessarily based on need)

## **COMPLETING THE FAFSA – TIPS FOR STUDENTS**

### **How will I pay for college?**

College is often quite expensive, but don't let financial concerns stop you from applying to those colleges you most wish to attend. With the help of federal and state financial aid, every student can afford to attend college. The amount of financial aid you will be eligible for depends largely upon your income and the income of your parents. First, you need to apply to college. Next, apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). Based on the information you provide on the FAFSA, each college you are accepted to will notify you of the amount of financial aid you are eligible to receive if you attend that college. This amount is often referred to as a “financial aid package.”

### **Free Application for Federal Student Aid (FAFSA)**

The FAFSA can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or you can submit a hardcopy print version available from the College Counselor in your school or by calling **1-800-4-FED-AID**. Paper copies are extremely limited. High school students should complete the FAFSA on or after January 1st and before February 15<sup>th</sup> prior to fall enrollment to determine their eligibility for financial aid. Remember, some financial aid is given on a first-come-first-served basis, so submit the application as soon as possible.

### **Free**

Remember, the FAFSA is a free application and there should be no costs associated with completing it. The website ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) and helpline (**1-800-4-FED-AID**) provide

applications and assistance free of charge. If money is requested for any portion of the application process, ask your college counselor for help. You may have the incorrect website.

### **What do I need to complete the FAFSA?**

Before you begin to complete the FAFSA, gather the following documents:

#### **Personal Information:**

- Driver License Number
- Social Security Number
- Date(s) of birth of your parent(s)/guardian
- Alien Registration Number (if not a U.S. citizen)
- Know the legal marital status of your parents

#### **Financial Information:**

- Tax returns and W-2 (previous year)
- Tax returns and W-2(s) of your parent(s) (previous year)
- An explanation of all untaxed income received (e.g. social security income, welfare)
- An explanation of all untaxed income your parent(s) received
- Records of all assets (e.g. real estate holdings, bank statements, stock certificates)
- FAFSA Personal Identification number (PIN) for student
- FAFSA Personal Identification number (PIN) for your parent(s)

### **How do I get a FAFSA Personal Identification Number (PIN)?**

Both you and your parents will need to create a Personal Identification Number (PIN) to complete the FAFSA. Request a PIN at [www.pin.ed.gov](http://www.pin.ed.gov). It usually takes about three days for your PIN to arrive via email. This is a permanent PIN that can be used whenever filing for any type of financial aid.

#### **Use your PIN for the following functions:**

- Electronically “sign” the FAFSA before submitting
- Make corrections to your application
- Check the status of your application
- Renew your application in future years

### **What happens after I submit the FAFSA?**

After you have completed the FAFSA, you will receive an electronic notification from the United States Department of Education. This notice usually arrives within three days (three weeks for hardcopy FAFSA) and will have a link to your Student Aid Report (SAR) and Expected Family Contribution (EFC).

- **Student Aid Report (SAR) and Expected Family Contribution (EFC).** The Student Aid Report (SAR) is a summary of the information you provided on the FAFSA. It determines how much financial aid you are eligible to receive and your Expected Family Contribution (EFC) – the amount you and your family are expected to contribute to your college expenses. The SAR also notifies you if you are eligible for a Pell Grant.
- **SAR and EFC.**
  - If you do not receive a SAR within 4 weeks call **1-800-4-FED-AID**.
  - If there are mistakes on the SAR, visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov), go to **FAFSA Follow Up**, and click on **Make Corrections to a Processed FAFSA**. Also, notify the colleges you have applied to so they can adjust your financial aid package.

- The colleges you indicated on the FAFSA will receive your SAR at the same time that you do. Each college you are accepted to will then calculate a financial aid package and notify you of the amount of aid you will be awarded if you do attend that school. Make photocopies of the SAR and forward them to the colleges you did not list on the FAFSA.
- If there is an asterisk next to your EFC, you will need to provide documentation of the information provided on your FAFSA. The documentation is submitted to the colleges you have applied to for financial aid.

### **Tuition Assistance Plan (TAP)**

If you indicate on the FAFSA that you live in New York State and are applying to a New York State college or university you will be able to file for the Tuition Assistance Plan (TAP) at the end of the FAFSA process (hardcopy applicants will receive the TAP application in the mail). For more information about TAP, visit New York State Higher Education Services Corp. (NYS HESC) at [www.hesc.org](http://www.hesc.org) or call 1-888-NYS-HESC.

### **Important Reminders**

- Follow all directions when submitting the FAFSA
- Enter your email contact information on the FAFSA for a faster response
- Submit all information as soon as possible prior to deadlines
- Keep copies of all personal and financial documentation
- Make copies of all FAFSA submissions (online or print applications) and the SAR
- Correct mistakes on your SAR immediately
- Respond to all queries about financial aid immediately
- After completing the FAFSA, remember to complete any additional applications



## **WHAT TO DO IF YOU ARE WAIT-LISTED**

- Send a statement of continued interest.
- Send additional recommendations.
- Keep track of new things that are happening (i.e. research, community service)
- If it is a new marking period, send the most recent grades.



## **FINAL BUSINESS**

**The School/Scholarship Reporting Form MUST** be completed before you receive your diploma. It will be given to you from the College Office in the spring semester and must include all results

you have received, all scholarship money you have been awarded and the decisions you have made as of May 1<sup>st</sup>.

- Fill out the School/Scholarship Reporting Form as follows:
  1. The schools to which you were accepted (A), denied (D), or wait-listed (WL).
  2. Any scholarship or grant monies that were offered (whether or not you accept them).
  3. The school you will attend in the Fall.

*This form must be accurate and complete by the end of May.*

It is advisable to forward your THHS email to your current personal email address. This will allow us to get in touch with you for special events or opportunities.

**Letters of Regret** should now be sent. Send a note to all the schools to which you have been accepted, but are not attending, thanking them, but declining the acceptance. This is the proper thing to do, so they can now offer that space to another applicant. This should be done as soon as you have decided on the school you will attend.

## **INTERVIEW PROCESS**

### **Is an interview required?**

City/State Colleges generally do not require an interview.

Less selective private colleges usually do not require an interview.

More selective private colleges may require an interview. However, in all cases an enthusiastic report can help and an unsatisfactory report can hurt.

### **Types of interviews:**

- College Fair
- Pre-application visit
- Group interview – Informational
- Alumni – Evaluative
- Personal, on-campus – Evaluative

### **A Fall Interview:**

Advantages: You can see the campus in action. You can sleep in a student dorm and possibly attend classes and other college events.

Disadvantages: You may miss high school work. You have less time to spend on your visit.

### **Should my parents go along on an interview trip?**

Yes, parents should be involved in the selection process if possible and if you would feel less nervous with your parent along. However, students should take the lead once the admissions office is reached; (“I am here to see...”). Parents may meet the interviewer at the start or end of

the interview and may ask a question or two. They should not ask questions their children have planned to ask.

### **How can I prepare for the personal interview?**

- Phone the admissions office well in advance of the time you wish to be interviewed. Have alternate times and dates available. Make it clear that you want an individual interview or ask if a group interview is possible followed by an individual one.
- Request an interview with an admissions officer rather than a student or a professor. Do not request a specific interviewer.
- Try to avoid being interviewed on a Monday morning or on a Friday afternoon. Ask for a written confirmation of your appointment, including the interviewer's name.
- If you plan to go for interviews at several colleges, arrange the order of the interviews in reverse order of your preference. (Your first choice should not be the first interview.) Do not try to be interviewed at more than two schools in one day.
- When arranging an interview, bring to the attention of the college any special talents and interests you have. This may lead to setting up a meeting with a coach or professor in a particular field in addition to the college interviewer.
- Research the college beforehand. Visit the website and read the catalog as well as other material that you have received including the college guide.
- Prepare questions in response to the typical "Do you have any questions?" You can write the questions in a little notebook and refer to your notes if needed.
- Ask questions that make the interviewer think, allow you to learn more about the school, and reveal aspects of your personality and interests. Do not ask questions that can be easily answered by reading the catalog or other college material. Some examples are:
  1. What do students like or dislike most about the college?
  2. Can a student study in the dorms?
  3. Are professors available to meet with students?
  4. How does the food plan work?
  5. What are the various associations (sororities, fraternities) really like?
  6. Would I be able to double major in history and communications and still take language courses?
- Dress neatly – not too formally or informally. For boys it is safe to wear slacks and a sport jacket with a dress shirt and tie. For girls, it is safe to wear a dress, skirt and blouse, or pants suit. You should never chew gum!
- Know the interviewer's name, if it was told to you, so you may occasionally use it during the interview. Otherwise, know the name of the Director of Admissions.
- Know the time and location of the interview. Plan to be at least 15 minutes early in order to give yourself some time to unwind.

- Engage in mock interviews with others. Audio or video tape yourself, and review your performance.

### **What will the interview be like?**

The interview has no set format. Nevertheless, interviews generally last 30 to 45 minutes. Interviews have a beginning, middle and end. The beginning will be a social conversation to put you at ease. The middle will consist of questions about academics and activities relevant to your high school, current events, and perhaps the kind of community in which you live. You may be asked about specific classes you have taken, books you have read, strongest and weakest subjects, or why your average may have changed from 9<sup>th</sup> grade to now. You may be asked about your involvement and leadership in school and community, volunteer service, work experience, hobbies, special talents, and travel. You may be asked about your values, goals, or special circumstances. In addition you may be asked about your intended major, career choice, interpersonal relations, personal strengths and weaknesses, honors, and reasons for selecting that college. The end – if the interviewer stands up and extends a hand you should stand up and shake hands. Thank the interviewer for taking the time to see you. Write a formal “thank-you” letter as soon as you get home using the interviewer’s name and focusing on distinctive aspects of the interview you found helpful.

### **What are some typical interview questions?**

How do you see yourself in relation to your peers?

What and/or who has greatly influenced your life?

What is your proudest accomplishment in high school?

What books have you read this year other than texts? What did you learn from reading these books?

What do you see as a problem in your community and how would you attempt to solve it?

How has this helped you to understand leadership, maturity, responsibility, dependability, camaraderie, priorities?

## **DO’S AND DON’TS**

### **DO:**

- Make eye contact.
- Show enthusiasm (not too much) and a positive attitude.
- Be open and honest but not self-deprecating.
- Give specific and concise responses.
- Explain weak spots in your high school record. Try to naturally bring the conversation around to an area you are interested in outside of class, especially if you have done something special.
- Promote yourself whenever possible.
- Listen without interruption to the interviewer and think before you respond to a question.
- Stand up until you are invited to sit.
- Shake hands at the start, if the interviewer extends a hand.

- Be the best that you can be.

**DON'T:**

- Do not sit back and make the interviewer carry on most of the conversation.
- Do not boast or be overly modest.
- Do not guess or lie about the answer to a question (instead, say you do not know or ask for clarification).
- Do not ask the interviewer to compare his/her college to others.
- Do not criticize your school or teachers.
- Don't try to be someone you are not.

**EVALUATION OF COLLEGE INTERVIEW**

NAME OF COLLEGE \_\_\_\_\_

DATE OF VISIT \_\_\_\_\_ INTERVIEWER \_\_\_\_\_

TITLE OF INTERVIEWER \_\_\_\_\_ ADDRESS \_\_\_\_\_

	YES	NO
I arrived on time	_____	_____
I felt I was dressed appropriately	_____	_____
I shook hands with my interviewer	_____	_____
I felt comfortable discussing my academic record	_____	_____
I emphasized my best attributes	_____	_____

List some of the specific items discussed.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List specific questions and check those that gave you trouble.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

List the questions you remember asking.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I thanked the interviewer by name at conclusion and shook hands. \_\_\_\_\_

I made sure to get a business card and/or to remember my interviewer's name. \_\_\_\_\_

I was able to control nervous mannerisms. \_\_\_\_\_

What would you have changed about your role in this interview?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

IMPORTANT BROAD TOPICS OF DISCUSSION

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

