



ALBUQUERQUE  
COMMUNITY  
FOUNDATION

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## SUSSMAN-MILLER EDUCATIONAL ASSISTANCE FUND

*A fund established to provide financial assistance to students  
to further their education in an undergraduate program*

### GENERAL INFORMATION FOR GRADUATING HIGH SCHOOL SENIORS

Sussman-Miller Educational Assistance Fund awards financial assistance to students to further their education in an undergraduate program. Students who are just graduating from high school have different guidelines and application forms than students who have already completed at least one semester of undergraduate studies. To apply for financial assistance, please read through all of the instructions carefully, complete the appropriate application form, and submit all requested documents before the listed deadline.

**Graduating high school seniors** must apply for financial aid to begin the following fall.

#### **INSTRUCTIONS FOR SUBMITTING REQUIRED INFORMATION**

**Review the following information carefully, and then go to** application forms.

#### **Financial aid award letter or announcement from college/university for 2012-13 academic year**

- Sent to you or directly to us from college/university you will attend & lists all financial aid awards & scholarships.
- List under 'Educational Information' section of the application any other award that is not included in your award letter – including state, foundation, civic & religious institutions & tribal support awards.

#### **Copy of your complete Federal Student Aid Report (all pages) for the 2012-13 academic year**

- Received by you as a result of submitting a Free Application for Federal Student Aid (FAFSA).  
**DO NOT SEND FAFSA.**

#### **Résumé**

- Include school activities, awards, honors, community service, employment, and internships. Note number of years of participation and any office or position held for each activity.

#### **Statement of personal goals and unusual circumstances to be considered**

- Essay or business letter format – grammar, spelling, and punctuation **do count**.
- Include educational and career goals – be as specific as possible.

- Describe any special circumstance that makes it more difficult for you to attain your education.
- Applicants with dependent children should include an explanation of their financial responsibilities and tax consequences.

**Official transcript**

- Current official transcript sent by school under separate cover **OR** in a sealed envelope and included with your application documents.

**One reference from a current academic teacher or counselor**

- Sent by teacher or school under separate cover **OR** in a sealed envelope and included with your application form.
- Reference should write a letter **OR** use the *Personal Rating Form*.

**Statement of college/university budget (costs) on which aid is based, for the 2012-13 academic year**

- Costs may be included in your award letter, on a separate sheet with school letterhead or taken from catalog.
- Should include: tuition, fees, room and board, books, personal expenses, travel, and loan fees (you may include a short description of any unusual expenses such as childcare or medical that are not included in the school's information).
- Completed *Budget Form of Required Information*.

**YOUR NAME SHOULD BE ON EVERY PAGE OF EVERY ATTACHMENT!**

- All signatures on the application must be completed.
- Submit all required documents to our office before the deadline.

**PLEASE NOTE: **Two Different Receipt Deadlines****

1) Deadline for students who will attend out-of-state schools or in-state private schools:  
April 25, 2012, 4 p.m. MST.

2) Deadline for students will attend New Mexico state public schools:  
June 26, 2012, 4 p.m. MST.

Questions? Call 505-883-6240 or e-mail us at <mailto:nancy@albuquerquefoundation.org>



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## Information For Graduating High School Seniors: SUSSMAN-MILLER EDUCATIONAL ASSISTANCE FUND

**This application form is for the high school senior graduating in the Spring of 2012 to apply for assistance for the 2012-13 college/university academic school year**

### **General Information:**

- Applicants must demonstrate a 'gap' of financial need between comprehensive costs of the college or university they will attend and the personal financial commitment and financial aid awards. The 'gap' is based on the information received through this application, the college/university, and the Student Aid Report.
- **Minimum award is \$500**
- **Maximum award per student is 20% of the student's total budget or \$2,000, whichever is less**
- Computations for Grade Point Average (GPA) are based on grades in academic subjects - English, math, sciences, foreign languages, computer programming, and history courses
- Awards are renewable annually, by application, for a total of four years of undergraduate work
- The most important consideration is financial need, not scholastic achievement
- Selections are not based on race or gender
- Only one application per person will be considered each year

### **Student applicant must:**

- Be a U.S. citizen or permanent U.S. resident with a green card
- Be a legal New Mexico resident for a minimum of one year
- Be graduating from an accredited public or private high school
- Have cumulative 3.0 GPA in high school academic **grade-bearing** subjects
- Be awarded a financial aid package that does not meet demonstrated need
- Be accepted by and have chosen to attend a U.S. post-secondary, accredited, non-profit or public educational institution as a full-time student taking a minimum of 12 credit hours of grade-bearing courses per semester

**PLEASE NOTE: Two Different Receipt Deadlines**

**1) Deadline for students who will attend out-of-state schools or in-state private schools:**

**April 25, 2012, 4 p.m. MST.**

**2) Deadline for students will attend New Mexico state public schools:**

**June 26, 2012, 4 p.m. MST.**

Deadline is for receipt of **all** documents in our office. **NOT** a postmark deadline. For the sake of fairness, no exception will be made for late applications.

**To apply for this financial aid:**

- Completely fill out appropriate financial aid application and supply the required documents.
- All signatures on application must be completed.
- Submit application and all required documents to our office by the deadline



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## FINANCIAL AID APPLICATION For Graduating High School Seniors

### SUSSMAN-MILLER EDUCATIONAL ASSISTANCE FUND

This application form is for the high school senior graduating in the spring of 2012 to apply for assistance for the 2012-13 college/university academic school year.

#### Personal Information:

Name \_\_\_\_\_

Permanent mailing address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Name of parent(s) or nearest relative \_\_\_\_\_

Current mailing address (if different from above):

\_\_\_\_\_ Zip \_\_\_\_\_

Permanent phone number \_\_\_\_\_

Current phone number \_\_\_\_\_

E-mail: \_\_\_\_\_

List your residential addresses for the past two years (if different from above)

\_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender:  Female  Male

Marital status:  Single  Married  Divorced  Widowed

Do you have any dependent children?  Yes  No

If yes, how many? \_\_\_\_ Ages: \_\_\_\_\_

Are you a U.S. citizen?  Yes  No

If no, what is your green card number? \_\_\_\_\_

How long have you been a legal New Mexico resident? \_\_\_\_\_

Do you live with your parents?  Yes  No

Did you or your parents file a New Mexico state income tax return last year?

Yes  No If no, why not? \_\_\_\_\_

Do you have a New Mexico driver's license?  Yes  No

NM License number \_\_\_\_\_

Are you registered to vote in New Mexico?  Yes  No

If yes, which county? \_\_\_\_\_

List three professions or occupations you have seriously considered

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Family Information:**

Are your parents New Mexico residents?  Yes  No  
If yes, for how long? \_\_\_\_\_

Who is responsible for your support?  Mother  Father  Both  
Which parent do you live with? \_\_\_\_\_

**Father:**  Single  Married  Divorced  Widowed  
No. of dependents \_\_\_\_\_ No. of dependents in college \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Name of Employer: \_\_\_\_\_ No. of Years: \_\_\_\_\_

**Mother:**  Single  Married  Divorced  Widowed  
No. of dependents \_\_\_\_\_ No. of dependents in college \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Name of Employer: \_\_\_\_\_ No. of Years: \_\_\_\_\_

**Educational Information:**

High School \_\_\_\_\_ Date of Graduation \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Principal \_\_\_\_\_ Phone number \_\_\_\_\_  
GPA (through 7th semester) \_\_\_\_\_  
Name of high school counselor \_\_\_\_\_  
Counselor phone number \_\_\_\_\_  
List college, university or post-secondary institutions you have applied to:  
\_\_\_\_\_

Name the **ONE** college you will attend: \_\_\_\_\_  
Website: \_\_\_\_\_

I plan to live:  **ON** campus  **OFF** campus  With parents

Please list name and give amounts of any scholarships or grants you will receive that are not listed in your financial aid award letter:  
\_\_\_\_\_  
\_\_\_\_\_

Do you expect to receive the NM Lottery Success Scholarship?  Yes  No  
If no, why not? \_\_\_\_\_

Please list name and give amounts of any awards from civic organizations, religious institutions, and/or tribal support. Indicate whether they are renewable:  
\_\_\_\_\_  
\_\_\_\_\_

Are you eligible for any financial aid awards not yet applied for? Please list and give amounts:  
\_\_\_\_\_  
\_\_\_\_\_

**You must inform us of any awards made after you submit this application including support from other foundations, civic organizations, religious institutions, and tribes. All Sussman-Miller Educational Assistance Awards are subject to adjustment or withdrawal if other scholarships or financial aid awards are made after receipt of your application. If an award is made and you decide to change schools, the award will be cancelled.**

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**Financial Aid Committee:**

This is my application for financial aid for the 2012-13 school year. Enclosed or being sent under separate cover are the following (Refer to General Information):

- Financial aid award letter or announcement from college/university that I will attend.
- Copy of my complete Federal Student Aid Report (**ALL PAGES**).
- Statement of college/university budget (costs) on which aid is based.
- Completed **Budget Form of Required Information**.
- Resume
- Statement of personal goals and unusual circumstances (be as specific as possible).
- Official high school transcript through 7th semester.
- Copy of ACT or SAT scores.
- One reference from a current academic teacher or counselor (personal letter **OR** Personal Rating Form).

I (we) certify that all of the information on this form is true and complete to the best of my (our) knowledge. If asked by any authorized official of Albuquerque Community Foundation, I (we) realize that this documentation may include a copy of my (our) U.S. and /or state income tax returns. I (we) realize that failure to comply with a request for further documentation may prevent me from receiving any aid.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Name printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or guardian signature

\_\_\_\_\_  
Name printed

\_\_\_\_\_  
Date

**PLEASE NOTE: Two Different Receipt Deadlines**

1) **Deadline** for students who will attend all out-of-state and in-state private schools: April 25, 2012, 4 p.m. MST.

2) **Deadline** for students for who will attend New Mexico state public schools: June 26, 2012, 4 p.m. MST.

Deadline is for receipt of all documents in our office. Not a postmark deadline. For the sake of fairness, no exception will be made for late applications.

**Please mail completed application and all requested information to:**

Sussman-Miller Educational Assistance Fund  
Albuquerque Community Foundation  
P.O. Box 25266  
Albuquerque, NM 87125



**SUSSMAN-MILLER EDUCATIONAL ASSISTANCE FUND**

**BUDGET FORM OF REQUIRED INFORMATION**

**Must be completed and included with application forms.**

- 1. Total cost for you as determined by the institution you will attend for 2012-13 academic year, including tuition, fees, room and board, personal expenses, transportation, etc. \$ \_\_\_\_\_
- 2. Estimated Family Contribution as reported on the Student Aid Report \$ \_\_\_\_\_
- 3. Subtract 2 from 1 **Need** \$ \_\_\_\_\_
- 4. Total financial aid award from institution (include Federal Work Study and Stafford & Perkins Loans) \$ \_\_\_\_\_  

[Minimum \$3,500]\*
- 5. Awards from other agencies or funds (as listed in the application) \$ \_\_\_\_\_
- 6. Add 4 + 5 together \$ \_\_\_\_\_
- 7. Subtract 6 from 3 **Gap** \$ \_\_\_\_\_

**DUE TO LIMITED FUNDS WE ARE UNABLE TO ASSIST STUDENTS WITH A GAP OF MORE THAN \$10,000.**

**IF GAP IS LESS THAN \$500 OR GREATER THAN \$10,000, PLEASE DO NOT SUBMIT THIS APPLICATION. IT WILL NOT BE CONSIDERED FOR AN AWARD.**

\* If you have opted to not assume any loans, a minimum amount of \$3,500 will be used for our calculations.



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## PERSONAL RATING FORM

### SUSSMAN-MILLER EDUCATIONAL ASSISTANCE FUND

For use by **CURRENT ACADEMIC TEACHER OR COUNSELOR REFERENCE.**

**Write a 1-page, 1-side personal letter **OR** use this Personal Rating Form.  
Mail directly to **ACF** or give to the student in a sealed envelope.**

**Your reference must be received in our office by the deadline below or the student may be disqualified. We do not accept references by fax or email. Mail directly to:**

Sussman-Miller Educational Assistance Fund  
Albuquerque Community Foundation  
P.O. Box 25266  
Albuquerque, NM 87125

Name of applicant \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

**Explanation:** This form will be given to you by a student applying for financial aid from Albuquerque Community Foundation. The information you provide will be kept in the strictest confidence. We appreciate your time and effort in evaluating the applicant and ask that you complete and return this form directly to the Foundation, no later than the following **RECEIPT DATES**.

**Incomplete application packages are not considered.**

**1) DEADLINE for 2011-12 graduating high school senior attending an **out-of-state schools or in-state private school**: April 25, 2012, 4 p.m. MST.**

**2) DEADLINE for 2011-12 graduating high school senior attending a **New Mexico state public school**: June 26, 2012, 4 p.m. MST.**

Deadline is for receipt of **all** documents in our office. Not a postmark deadline. For the sake of fairness, no exception will be made for late applications.

How long have you known the applicant and what is your direct association?

\_\_\_\_\_  
\_\_\_\_\_

If teacher or instructor, what was the applicant's grade in your course? \_\_\_\_\_

Which of the following statements most nearly describes the applicant?

- An exceptionally hard-working person.
- A highly intelligent person who does not work to the full limits of capabilities.
- A highly intelligent and exceptionally hard-working person.

Other (please state in your own words): \_\_\_\_\_

What are the applicant's strongest qualities or any special circumstances which you believe entitle him/her to consideration for a student award?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you expect the applicant to become a community leader in the future?

Yes  No

In terms of your knowledge of the applicant's family and personal resources, please check your estimate of financial need:

- Cannot attend college without substantial financial aid.
- Will undoubtedly continue their education but will need some assistance.
- Can attend college without outside assistance.
- I do not have information on which to make a decision on this matter.

Please add any information which might be helpful to the selection committee:

\_\_\_\_\_  
\_\_\_\_\_

Please rate based on your knowledge of this applicant's potential for success in college:

	Marginal	Fair	Good	Excellent	One of the very top individuals I have encountered in my career
<b>Academic Promise</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Character and Personal Promise</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your name (please print) \_\_\_\_\_  
School and address \_\_\_\_\_

Position \_\_\_\_\_  
Subject and level \_\_\_\_\_ Year taught \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Your reference must be received by the deadline above or the student may be disqualified.**