



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 CURRENT UNDERGRADUATES

Full-time students working on a first undergraduate degree.

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.

Undergraduate students who have completed at least one semester of undergraduate work must apply after the spring semester for financial assistance beginning 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

- SAR may be printed from the Internet.
- 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.**

RECEIPT DEADLINE: June 26, 2012, 4 p.m. MDT

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



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INFORMATION FOR CURRENT UNDERGRADUATES:

SUSSMAN-MILLER EDUCATIONAL ASSISTANCE FUND

This application form is for the full-time student who has completed at least one semester of college and who will be a full-time undergraduate student in 2012-13

General Information:

- Applicants must demonstrate a 'gap' of financial need between comprehensive costs of the college or university they will attend & the personal financial commitment & 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 grade-bearing courses: i.e. language arts, math, sciences, foreign languages, computer programming, and history courses
- Awards are renewable annually, by application, for undergraduate work
- The most important consideration is financial need, not scholastic achievement
- Selections are not based on race or gender

Student applicant must:

- Be a U.S. citizen or a permanent U.S. resident with a green card
- Be a legal New Mexico resident for a minimum of one year
- Have completed a minimum of one (1) semester of undergraduate work
- Have cumulative 2.5 GPA in college academic **grade-bearing** subjects
- Be awarded a financial aid package that does not meet demonstrated need
- Be attending a U.S. post-secondary, accredited, **nonprofit** or public educational institution as a full-time student taking a minimum of 12 credit hours of grade-bearing courses per semester
- NOT be applying for residency in another state

To apply for this financial aid:

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

RECEIPT DEADLINE: June 26, 2012, 4 p.m. MDT

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



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FINANCIAL AID APPLICATION For Currently Enrolled Undergraduates

SUSSMAN-MILLER EDUCATIONAL ASSISTANCE FUND

Application form for the student who has completed at least one semester of college & will be a full-time undergraduate student in 2012-13

Have you received this award before? Yes No
If yes, what years? _____

Personal Information

Name _____

Mailing address _____

City/State _____ Zip _____

Home phone no. _____ Work phone no. _____

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

If married, spouse's occupation and employer _____

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? _____

If you are employed, list your occupation and employer:

Are you eligible and have you applied for educational reimbursement from your employer? _____

Describe your employer's program _____

List three professions or occupations you have seriously considered

Are you currently working in your chosen field? Yes No

Family Information:

If you are a dependent of a parent or guardian, fill out this section.

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:

My current status is:

Classification: Fr. Soph. Jr. Sr.

Undergraduate student.
or

Returning to school as an undergraduate student after an absence.

Anticipated Graduation Date: _____

Your field or program of study: _____

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

Fill out A and/or B below, as applicable to your situation:

A. Tell us about your current school:

School _____ **Expected Date of Graduation** _____

Mailing Address _____

Web address _____

B. City/State _____ Zip _____

Financial aid office phone no. _____

GPA (through most recent semester) _____

School is: 4-yr college/university 2-yr college vocational/tech school
 Community College other

C. If you are changing undergraduate schools, tell us about your **NEW school:**

School _____ **Expected Date of Graduation** _____
Mailing Address _____
Web address _____
City/State _____ Zip _____
Financial aid office phone no. _____
GPA (through most recent semester) _____
School is 4-yr college/university 2-yr college vocational/tech school
 Community College other

Did you receive NM Lottery Success Scholarship last semester?

Yes No If yes, how much was the award? _____

Do you expect to continue receiving the NM Lottery Success Scholarship?

Yes No

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, it is made for the school included in this application only.

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** (see next page).
- Resume*
- Statement* of personal goals and unusual circumstances (be as specific as possible).
- Official college/university transcripts through Spring 2012 semester - include transcripts from all post-secondary institutions you have attended..
- 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
(if student is under 18 years old)

RECEIPT DEADLINE: June 26, 2012, 4 p.m. MDT

Deadline is for receipt of **all** information 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 DATE**.

Incomplete application packages are not considered.

**RECEIPT DEADLINE for the continuing undergraduate college student:
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
Academic Promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character and Personal Promise	<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 (see above) or the student may be disqualified.