THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT

OFFICE OF ACCESS, EQUITY & COMMUNITY ENGAGEMENT SERVICES
SCHOLARSHIP UNIT, EBA, ROOM 971
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BULLETIN OF INFORMATION FOR CANDIDATES

2019 COMPETITION

SCHOLARSHIPS FOR ACADEMIC EXCELLENCE

DEADLINE: FEBRUARY 15, 2019

A completed Nomination Summary Form and completed Application Form(s) must be returned by the high school to the New York State Education Department no later than **FEBRUARY 15, 2019.**

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1. GENERAL INFORMATION

This bulletin provides information about the Scholarships for Academic Excellence (SAE) to be awarded in 2019 for the 2018-2019 academic year. *Pending the appropriation of State funds during the 2019 session of the New York State Legislature, 8,000 scholarships will be awarded*. Of the 8,000, 2,000 scholarships will have a value of $1,500 each and 6,000 scholarships will have a value of $500 each. Winners of this scholarship may concurrently receive any other New York State academic or general award for which he or she may be eligible. However, winners cannot be awarded a Scholarship for Academic Excellence in any amount when the combination of all awards would exceed their cost of attendance***. Scholarship winners must attend a college or university (SAEs cannot be used for trade schools) in New York State. Those who do not attend a college or university in New York State forfeit the award.*** Cost of attendance includes tuition, required fees, laboratory and other institution-related expenses, books, transportation, and room and board.

Awards are renewable for up to four academic years of undergraduate study or five academic years, if the program of study normally requires five years as defined by the Commissioner of Education. In an event in which a scholarship is declined by the student or revoked by the Commissioner of Education, its benefits will lapse and no re-awards will be made.

2. DEADLINE DATE

The Scholarships for Academic Excellence Nomination Summary Form listing the nominee(s), and the individual application forms, must be postmarked no later than **FEBRUARY 15, 2019**. This information, including the individual application forms, must be completed by the appropriate School Building Leader, and ***not by the individual student***.

3. ELIGIBILITY REQUIREMENTS

(a) Each scholarship winner must graduate from a New York State high school by the end of the 2018-2019 school year.

(b) Each scholarship winner must be a legal resident of New York State for at least one year prior to September 30, 2018. To qualify as a legal resident of New York State, an individual must:

i. be a citizen of the United States; or

ii. be an alien lawfully admitted for permanent residence in the United States; or

iii. be an individual of a class of refugee paroled by the attorney general of the United States under the parole authority pertaining to the admission of aliens to the United States.

A person who holds a nonimmigrant visa, such as a student visa or a diplomatic visa, does not qualify as a legal resident of New York State.

The legal residence of a dependent child is generally the legal residence of the parents. If the parents maintain a legal and voting residence in a state other than New York State and are residing in New York State on a temporary basis for business purposes, the student is not considered a legal resident of New York State. Also, the student is not considered a legal resident of New York if their parents maintain a legal residence in another state and the student is residing in New York State primarily for the purpose of attending school. However, the New York State residency requirement may be waived for dependents of military personnel on full-time active duty who are stationed in New York State. If an eligible student is a dependent of a member of the military, documentation on official letterhead confirming the parent's active duty status, their New York State duty station and dependent status must be attached to the Nomination Summary Form.

(c) To utilize the benefits of this scholarship, the winner must be in attendance as a full-time, matriculated student at an approved **New York State** postsecondary institution by the Fall 2019 semester. **Winners who enroll in an out-of-state institution in Fall 2019 are not eligible and forfeit the award**.

If a winner is not accepted as a full-time, matriculated student at an approved postsecondary institution in New York State by the Fall 2019 semester, the scholarship may be accepted and enrollment postponed for a period of one year.

To avoid forfeiture, a written request for a leave of absence must be submitted to the following address:

Higher Education Services Corporation
Division of Grants and Scholarships
99 Washington Ave, Room 1300B
Albany, New York 12255-0001

4. ALLOCATION OF SCHOLARSHIPS TO THE HIGH SCHOOLS

(a) Each registered high school in the State, as defined in the Regulations of the Commissioner, will be allocated a single scholarship of one thousand five hundred dollars ($1,500.).

(b) The remaining $1,500 scholarships will be allocated to the high schools in the same ratio that the number of students enrolled in the twelfth grade at each high school in the prior school year (2017-2018) bears to the total number of students who were enrolled in the twelfth grade in the State during that year. The ratio will be multiplied by the number of scholarships available, and the result, rounded to the nearest whole number, will be the number of scholarships allocated to the school.

Six thousand scholarships valued at $500 each will be allocated in the same manner as described above.

(c) If the number of scholarships allocated to a high school is larger than the number of students who meet the requirements for selection as scholarship nominees, the excess number of scholarships will lapse.

5. SELECTION CRITERIA FOR SCHOLARSHIPS FOR ACADEMIC EXCELLENCE

The selection criteria for nominees for the Scholarships for Academic Excellence must be published and made available to students by the high school at the beginning of each school year. For the 2019 competition, the selection criteria must be published and made available to students on or before September 30, 2018.

A high school shall use uniform criteria for the selection of scholarship nominees, applicable to all competing students, such criteria to be in accordance with the requirements of this section.

Please note, you many not pass over a higher-ranking student to reach a lower-ranking student because the higher-ranking student plans to decline or may not use the scholarship.

Criteria Methods:

METHOD A: REGENTS TEST SCORES

A high school, which, prior to its students' senior year, has offered to all such students seeking Regents credit at the school either a Regents examination or a single approved alternative assessment (see http://www.p12.nysed.gov/), but not both, in each of the following subjects: English Language Arts, Global History and Geography, United States History & Government, Algebra II, and in two or more of the following four sciences: Earth Science, Living Environment Chemistry, and Physics, shall select scholarship nominees on the basis of the following criteria:

The high school shall select their winner(s) by computing a weighted average of the scores on the Regents examinations and/or approved alternative assessments taken by its students prior to their senior year, in all of the following subjects:

The weighing of the scores shall be:

English Language Arts	weight of **three**
Algebra II	weight of **three**
Global Studies and Geography	weight of **one**
United States History & Government	weight of **one**
Science:	
At least two, but up to four courses may be included	weight of **one,** *for each course*

Individual schools must decide, in the Science area, how many sciences to use in the calculation. They must use the same number of science courses for all students in the competition, though they do not need to use the same courses.

If the approved alternative assessment is **not** scored on a one hundred-point scale, the high school must convert the scores on the approved alternative assessment to a one hundred-point scale.

If a student elected not to take the Regents examinations listed, or an approved alternative assessment, then that student cannot compete or be selected as a scholarship winner.

High schools other than those described above shall select scholarship nominees on the following basis:

METHOD B: RANK IN CLASS

For high schools that can determine class rank because of their grading system, class rank of students at the end of their junior year.

In the case of a tie, the high school may determine rank order by lottery among individuals having the same class rank.

(OR)

METHOD C: LOCALLY DEVELOPED EXAMINATION OF ENGLISH & MATHEMATICS

For high schools that cannot determine class rank because of their grading system, a locally developed and administered assessment of academic performance which shall test the subjects of English and mathematics and shall be conducted prior to the end of the junior year.

In the case of a tie in the weighted average score that is used for the selection of a scholarship nominee, the high school shall use the students' class rank at the end of their junior year to determine the priority ranking of tied scholarship nominees. If the high school cannot determine class rank because of the grading system of the high school or in case of a tie in class rank, the high school shall determine priority order by lottery among tied individuals.

In the case of a tie in class rank or in the score on the locally developed and administered assessment of academic performance that is used for selection of a scholarship nominee, the high school shall determine priority order by lottery among individuals having the same class rank.

6. DIRECTIONS FOR COMPLETING THE NOMINATION SUMMARY FORM

This form must be completed by the appropriate school building leader. Please keep a copy of the Nomination Summary Form for your records. **This is the list of your scholarship winners. Do not submit extra names. For example, if your school received 12 awards, submit only 12**

winners (or less).
The number of scholarships that your high school is allocated is listed on the label on the Nomination Summary Form (*for example: 2 @ $1,500, 3 @ $500*).

(a) Check the method used at your school to select your nominees (A, B, or C).

(b) List the names and complete addresses of your winners, including apartment numbers.

(c) Rank order on the Nomination Summary Form should be the same as the Nomination Rank (#5) on the application form.

IMPORTANT: If you are not nominating students, please return the Nomination Summary Form indicating "NO NOMINEES" with an explanation for the lack of nominees.

7. DIRECTIONS FOR COMPLETING THE STUDENT APPLICATION FORM

A scannable application form for each winner must be completed ***by the appropriate school official***.

This form must be completed for each winner of the 2019 competition for the Scholarships for Academic Excellence. This application must be signed by the School Building Leader who is making the nomination. **The number of applications which have been sent to your high school is the maximum number it is eligible to receive.**

This form will be read by machine. **Use only a number a 2 pencil. Do not use a pen anywhere on the form**. Erase all errors completely and do not make any stray marks on the forms. Fill in the appropriate circles with heavy black marks.

1. **Name:** Start at the left margin with the last name first. Print as much of the student's name as possible in the boxes provided, one letter in each box. Do not go beyond the boxes provided, even if you cannot fit all the information in those boxes. If there are more boxes than needed, leave them blank. In the column below each letter that you have printed, locate the circle with that letter in it and fill it in completely with a number 2 pencil.

2. **Legal Residence:** Start at the left margin. Print as much of the student's address as possible in the boxes provided, one number or letter in each box. *If there is a hyphen or a space in the address, leave that box blank*. Do not go beyond the boxes provided, even if you cannot fit all the information in. If there are more boxes than needed, leave them blank. In the column below each number or letter you have printed, locate the circle with that number or letter in it and fill it in completely with a number 2 pencil. If a box is blank, do not fill in any circle in the column below that box.

3. **City or Post Office of Legal Residence:** Follow the same steps as for Legal Residence. You must enter and fill in the letters "NY" in the state column.

4. **ZIP Code:** Enter the digits of the student's ZIP code in the boxes provided. In the column below each number, locate the circle with that number and darken it completely with a number 2 pencil.

5. **Nomination Rank:** The number entered must equal the line number on the Summary Nomination Form. For example, if two nominees were listed on the summary form, the one ranked first (or highest ranking), should be ranked "01" on the application form; the second should be ranked "02." Please fill in the "0" with a number 2 pencil.

6. **Social Security Number:** ***THIS INFORMATION IS REQUIRED FOR AWARD-PROCESSING. FORMS RECEIVED WITHOUT THIS INFORMATION WILL BE RETURNED TO THE SCHOOL FOR COMPLETION.*** Enter the student's social security number and fill in the appropriate circles with a number 2 pencil.

7. **Date of Birth:** ***THIS INFORMATION IS REQUIRED FOR AWARD-PROCESSING. FORMS RECEIVED WITHOUT THIS INFORMATION WILL BE RETURNED TO THE SCHOOL FOR COMPLETION.*** Enter the student's date of birth and fill in the appropriate circles with a number 2 pencil.

8. **(a)** **Ethnicity:** Fill in the appropriate circle.

   (b) **Race:** Fill in the appropriate circle.

9. **District Number (*Optional*):** The Assembly and Senatorial District numbers for each student's legal residence. Your local Board of Elections and/or League of Women Voters can provide this information. This information is also available online at the following address: http://www.elections.ny.gov/district-map/district-map.html.

10. **High School Information:** The high school's 12-digit BEDS code must be listed on the form along with the school's name and address in the spaces provided. **(Your BEDS code is listed on the label on the Nomination Summary Form.)**

11. **School Phone Number:** Enter the telephone number of the person completing this form.

12. **Gender:** Fill in the appropriate circle.

13. **Status:** Indicate here the correct monetary award. The number of $1500 and $500 awards is indicated on the label on the Nomination Summary Form. ***$1500 awards must be made to the highest-ranking students***.

14. **Student's Home Phone Number:** Enter the student's home telephone number.

15. **High School Principal:** This area must be completed and signed by the appropriate school building leader with a number 2 pencil. **If the affirmative statement is not completed and signed by the appropriate school building leader, it will be returned for completion.** Please PRINT NAME after your signature.

New York State Education Department
Scholarships and Grants Administration
EBA, Room 971
Albany, New York 12234

2019 Scholarships For Academic Excellence
Nomination Summary Form

Indicate Method Used: (Check One)

A. Regents Scores _____

B. Class Rank _____

C. Local Exam _____ (Must have been given by June 30, 2018)

Nominees in Rank Order
(Fill out one application form for each nominee and attach this summary form.)

01 _____
02 _____
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(School) ***(Telephone)***

_____

(Name) ***(Title)***

Return form and completed applications to:

NYS Education Department
Scholarships and Grants Administration Unit
EBA, Room 971
Albany, NY 12234

PRIVACY NOTICE

(Section 94 of the New York Public Officers Law requires this notice to be provided when collecting personal information from individuals.) Information provided for the scholarships listed above will be maintained by the Executive Director of the Office of Access, Equity & Community Engagement Services, Scholarships and Grants Administration Unit, New York State Education Department, Albany, New York 12234, telephone number (518) 486-1319. The information collected on the application for the Scholarships for Academic Excellence is required to determine the winners of the scholarship and will be released to the New York State Higher Education Services Corporation and the New York State Legislature. Failure to provide a complete application may result in the denial of an award. The information on the scholarship application is collected under the authority of the New York State Education Department Law 605 and Regulations of the Commissioner of Education, subpart 145-1. Each individual has the right to review personal information maintained by the Office of Access, Equity & Community Engagement Services, unless exempted by law.