

# Selection Process Guidelines

## Robert C. Byrd Honors Scholarship 2011 - 2012

### ELIGIBILITY REQUIREMENTS, SELECTION CRITERIA, SELECTION PROCEDURES, SCHOLARSHIP CONDITIONS, AND CRITERIA FOR CONTINUATION

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The following eligibility requirements, selection criteria, selection procedures, scholarship conditions and criteria for continuation have been established to govern the federally funded Robert C. Byrd Honors Scholarship Program for 2011-2012. Federal regulation mandates that scholarships be awarded nationwide from a representative population of each state to qualified applicants who "demonstrate outstanding academic achievement and show promise of continued academic achievement." The total number of scholarships and the dollar amount per recipient for North Carolina students shall be determined by the amount of funds allocated by Congress to the State. (The annual award amount per recipient in 2010-2011 was \$1,500.) For the purpose of these regulations, the thirteen congressional districts in North Carolina shall be used as a basis for insuring proportional distribution.

#### ELIGIBILITY REQUIREMENTS

1. Must be a U.S. Citizen
2. Must be a legal resident of the State to which he/she is applying
3. Must provide assurance that he/she will graduate from a public/charter or non-public secondary school during the 2010-2011 academic year
4. Must be selected and recommended by his/her high school
5. Must not be in default on a Federal student loan
6. Must enroll full-time at an accredited institution of higher education for the 2011-2012 academic year
7. Must ensure that Byrd Scholarship funds in conjunction with other financial aid or scholarships, does not exceed the total cost of attendance (tuition, room and board, books, insurance, food plan, etc.). If the Byrd Scholarship funds surpass that amount, the amount of the Byrd Scholarship could be reduced or waived accordingly.

#### SELECTION CRITERIA

1. Each application must indicate the congressional district in which the applicant resides. This information can be obtained from the local board of elections or [www.house.gov/writerep](http://www.house.gov/writerep).
2. The following criteria shall be used to determine outstanding academic achievement:
  - SAT score (combined total of at least 1875; ACT scores must be converted)
  - High School GPA ( minimum of 3.5; must be reported on a 4.0 scale)
  - Class rank (must be reported in percentage; upper 5%, 10%, 15% 20%)
  - Transcript Analysis

#### SELECTION PROCEDURES

1. Each participating high school must disseminate information about the Robert C. Byrd Honors Scholarship program to the extent that all high school seniors are given the opportunity to apply. Each school shall then screen eligible students to determine the applicant(s) for district/statewide competition.
2. Schools/Guidance Counselors shall select and submit student applications to: The Robert C. Byrd Honors Scholarship Program, Department of Public Instruction, 6330 Mail Service Center, Raleigh, North Carolina 27699-6330. Applications must be received by 5:00 pm on Friday, February 25, 2011. Schools may submit one application per 100 high school seniors. Schools with fewer than 100 seniors are eligible to submit one application. (Example: 75 seniors – 1 application, 101 seniors – 2 applications) Schools that submit more

- than the allowed number of applications, based on the enrollment of the senior class, will automatically have the additional applications discarded at random by our office.
3. Applications are submitted with all needed information completed and transcripts attached (*application materials submitted separately and/or incomplete will not be considered*).
  4. Recipients and alternates are determined for each congressional district based on weighted scale.
  5. The recipient and alternate list is submitted to the State Superintendent of Public Instruction for approval.
  6. All applicants will be notified of their status by Friday, May 20, 2011.

#### **SCHOLARSHIPS CONDITIONS**

1. After being selected as a recipient at the state level, the recipient must provide verification of official enrollment at an institution of higher education (a student attending a military academy is ineligible to receive the Byrd scholarship), complete a Statement of Registration Status (selective service) form, and complete a Certification of Eligibility for Federal Assistance form. **Forms will be available on the web by Friday, June 3, 2011, at <http://www.ncpublicschools.org/recruitment/scholarships/byrd/>.**
2. Should a recipient, for whatever reason decide not to attend college as agreed or decline the award, the next eligible alternate from the same congressional district shall then receive the scholarship. If there is no eligible alternate in the congressional district having an unused scholarship, the scholarship will be awarded to the alternate with the next highest statewide cumulative score from another congressional district.

#### **CRITERIA FOR CONTINUATION**

Recipients are eligible to receive awards each year for a maximum of eight (8) semesters as long as they:

1. have continued legal U.S. citizenship status;
2. are not in default on Federal student loan(s);
3. have made satisfactory academic progress as determined by the college/university; (GPA minimum of 3.0)
4. are enrolled full-time in an accredited institution;
5. are pursuing a course of study leading to an undergraduate degree;
6. submit properly completed required forms to the North Carolina Department of Public Instruction by the established deadlines.
7. have ensured that Byrd Scholarship funds in conjunction with other financial aid or scholarships does not exceed the total cost of attendance (tuition, room and board, books, insurance, food plan, etc.). If the Byrd Scholarship funds surpass that amount, the amount of the Byrd Scholarship could be reduced or waived accordingly.

### **All awards are subject to the availability of Federal Funds**

The deadline for receipt of applications is **Friday, February 25, 2011 by 5:00 p.m.**

Retain this information sheet for future reference.