

2010–11 COORDINATOR'S GUIDE  
 ROBERT C. BYRD HONORS SCHOLARSHIP PROGRAM

The following guidelines shall be used when reviewing applications and submitting nominations for the Robert C. Byrd Honors Scholarship Program (Scholarship). If you have any questions about the scholarship or the nomination process, please call the California Student Aid Commission's (Commission) Specialized Programs, weekdays between 8:00 a.m. and noon at (888) 224-7268, option 3.

**COORDINATOR'S RESPONSIBILITIES**

**NOMINATION PROCESS**

Each year, coordinators should inform potential scholarship program participants of any school requirements or deadlines. Interested students should be provided a fact sheet and an application. Coordinators should ensure that students from *low- or moderate-income families* have access to information concerning this scholarship.

Coordinators should select two (2) nominees from among students who: 1) have demonstrated outstanding academic achievement in high school and show promise of continued academic achievement in college; 2) will graduate from high school at the end of the current academic year and agree to enroll in and attend an institution of higher education on a full-time basis for the 2010-11 academic year; and 3) will submit the completed application to the designated coordinator at the applicant's California high school by the appropriate processing deadline.

**SELECTION CRITERIA**

Coordinators may identify **up to two (2)** nominees using criteria including, but not limited to, the following:

- ✓ High school grade point average (GPA).
- ✓ Combined mathematics, critical reading and writing scores received on the Scholastic Aptitude Test (SAT) or a composite score received on the American College Test (ACT). If an applicant has taken the SAT twice, the highest mathematics, critical reading and writing scores may be used from each test. For example, if on the first sitting the applicant scored 600 on mathematics, 750 on critical reading and 800 on writing, and on the second sitting the applicant scored 700 on mathematics and 700 on critical reading and 750 on writing, the highest scores used would be *mathematics 700, critical reading 750 and writing 800*.

**To calculate an applicant's GPA, use sophomore through 2009-10 fall term senior grades, excluding Physical Education and Reserve Officer Training Corps. Convert any grades with extra weight for Honors and Advanced Placement classes to a 4.00 scale before calculating the GPA. Transcripts will not be accepted in lieu of an applicant's calculated GPA.**

**APPLICATION REVIEW**

Coordinators must review all applications before submitting them to the Commission to ensure that the applicants meet all of the eligibility requirements and that all required documentation is included.

**If required, please ensure that applicants include documentation of U.S. citizenship from the U.S. Citizenship and Immigration Services (#9 on application), and indicate which college they will most likely attend for the 2010-11 academic year (#12 on application).**

**SUBMITTING NOMINATIONS**

Coordinators must submit the 2010-11 Nomination Form, GPA/Test Score Verification Form and up to two (2) Application(s) **postmarked no later than APRIL 2, 2010 to:**

**California Student Aid Commission  
 Attn: Robert C. Byrd Honors Scholarship Program  
 P.O. Box 419029  
 Rancho Cordova, CA 95741-9029**

Coordinators should notify the selected students that their applications have been submitted to compete for the 2010-11 Robert C. Byrd Honors Scholarship Program.

**NOTE: Late or incomplete applications will not be considered.**

**COMMISSION RESPONSIBILITIES**

**APPLICATION RANKING**

Eligible applicants will receive a score based on their combined calculated GPA/converted GED scores and SAT/ACT test scores. Applicants will then be ranked in descending score order (highest first) for selection of new scholarships (e.g., if an applicant's reported GPA is 3.50 and her/his SAT score is 1150, the applicant's score is 350.1150. If another applicant also has a reported GPA of 3.50, but does not have an SAT/ACT score, his/her score is 350.0000).

**AWARD ANNOUNCEMENT**

The Commission will announce scholarship recipients before the end of the school year. The school and students will receive notification of their award status by mail.

**FEDERAL FUNDS**

This scholarship is entirely supported by federal funds and, as such, is subject to availability of federal funds each year. If additional funds become available, new awards will be made based upon ranked eligibility until all funds are expended.





## 2010-11 GPA/TEST SCORE VERIFICATION FORM ROBERT C. BYRD HONORS SCHOLARSHIP PROGRAM

**TO BE COMPLETED BY A HIGH SCHOOL OFFICIAL (Please print or type)**

Provide each student's grade point average (**GPA**) according to these instructions: Calculate the student's GPA on a 4.00 scale to two decimal places. Use sophomore through 2009-10 fall term senior high school grades, excluding Physical Education and Reserve Officer Training Corps. Convert any grades with extra weight for Honors and Advanced Placement classes to a 4.00 scale before calculating the GPA. The GPA must be computed on an unweighted 4.00 grading scale, and all applications received with a GPA above 4.00 will **not** be accepted. **Do not send transcripts.**

**(This GPA/Test Score Verification Form must be completed.)**

**A. FIRST NOMINEE**

A.1. NAME: \_\_\_\_\_ GPA: \_\_\_\_\_ • \_\_\_\_\_ \_\_\_\_\_ *Please complete all three spaces.*

SSN: \_\_\_\_\_

	TEST SCORE (highest reported)	TEST DATE
Scholastic Aptitude Test*: MATH	_____	_____
Scholastic Aptitude Test*: CRITICAL READING	_____	_____
Scholastic Aptitude Test*: WRITING	_____	_____
American College Test*: COMPOSITE *(if available)	_____	_____

A.2. Date (or expected date) of high school graduation: \_\_\_\_\_

**B. SECOND NOMINEE**

B.1. NAME: \_\_\_\_\_ GPA: \_\_\_\_\_ • \_\_\_\_\_ \_\_\_\_\_ *Please complete all three spaces.*

SSN: \_\_\_\_\_

	TEST SCORE (highest reported)	TEST DATE
Scholastic Aptitude Test*: MATH	_____	_____
Scholastic Aptitude Test*: CRITICAL READING	_____	_____
Scholastic Aptitude Test*: WRITING	_____	_____
American College Test*: COMPOSITE *(if available)	_____	_____

B.2. Date (or expected date) of high school graduation: \_\_\_\_\_

By my signature, I hereby declare that the above information is true as is reflected on current official school records.

\_\_\_\_\_  
Signature of High School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name of Official

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Title of Official

\_\_\_\_\_  
School Name School Code

\_\_\_\_\_  
School Mailing Address City State Zip Code

School Seal  
Must be  
Affixed

## 2010-11 NEW APPLICANT FACT SHEET ROBERT C. BYRD HONORS SCHOLARSHIP PROGRAM

The Robert C. Byrd Honors Scholarship Program (Scholarship) is a federally funded program designed to promote student excellence and achievement. These scholarships are awarded solely on the basis of academic merit to recognize students who show promise of continued academic excellence. The scholarship is administered by the California Student Aid Commission (Commission). Selected students must enroll in and attend a United States institution of higher education full-time beginning in the fall term of the 2010-11 academic year. This \$1,500 scholarship award for 2010-11 may be renewed for up to three years. The scholarship is supported entirely by federal funding and is subject to federal budget appropriations. If funding authorization is reduced or not approved for the fiscal year, federal funding may affect both new and renewal awards.

### ELIGIBILITY REQUIREMENTS

To meet eligibility requirements, federal law requires that you must:

- Be a U.S. citizen or an eligible non-citizen. (See the Robert C. Byrd Honors Scholarship Program Application form, item # 9)  
**Note: If the applicant is an eligible non-citizen, documentation from the U.S. Citizenship and Immigration Services must accompany the application.**
- Be a legal resident of California. (See the Robert C. Byrd Honors Scholarship Program Application form, item # 10)  
**Note: If the applicant is an eligible non-citizen, documentation from the U.S. Citizenship and Immigration Services must accompany the application.**
- Graduate from a public or private secondary school between 7-1-2009 and 6-30-2010 or receive the equivalent of a certificate of graduation as recognized by the California State Department of Education between 7-1-2009 and 4-1-2010.
- Enroll in and attend a U.S. public or private postsecondary education institution on a full-time basis during the fall term of the 2010-11 academic year.
- Be considered a freshman beginning in the fall term of the 2010-11 academic year.
- **Confirm registration with the Selective Service System, unless the postsecondary institution certifies that the applicant is not required to register with the Selective Service.** <https://www.sss.gov/RegVer/wfVerification.aspx>
- Submit a Certification of Eligibility for Federal Assistance in Certain Programs, form ED 80-0016, attesting to the fact that the student is not delinquent or in default on a federal grant or educational loan.

### HOW TO APPLY

If you are currently enrolled in a California high school you must apply through your designated high school Scholarship coordinator and you must adhere to the application deadlines determined by your high school. Nomination packages must be submitted by the designated high school coordinator.

If you meet the above eligibility requirements **but are not currently** attending a California high school, please obtain and submit a completed application package directly to the Commission, Attn: Robert C. Byrd Honors Scholarship Program, P.O. Box 419029, Rancho Cordova, CA 95741-9029. The 2010-11 California Robert C. Byrd Honors Scholarship Program Applications are available on the Commission's Website at [www.csac.ca.gov](http://www.csac.ca.gov).

### NOMINATION PROCESS AND DEADLINE

Each California public or private secondary education institution may nominate up to two (2) applicants. All high schools wishing to nominate students for this scholarship must submit completed application materials for each nominee. A complete application package must include:

- Robert C. Byrd Honors Scholarship Program Nomination Form (G-190)
- GPA/Test Score Verification Form (G-194)
- Robert C. Byrd Honors Scholarship Program Student Application (G-192)
- Certification of Eligibility for Federal Assistance in Certain Programs (ED 80-0016)

All completed application materials **must be postmarked by APRIL 2, 2010** and sent to the Commission at P.O. Box 419029, Rancho Cordova, CA 95741-9029.

**Late or incomplete applications will not be considered.**

## 2010–11 NEW APPLICANT FACT SHEET continued...

### SELECTION AND AWARD ANNOUNCEMENTS

The Commission will review all nominations and rank eligible applicants by grade point average/converted GED scores (using Scholastic Aptitude Test and/or American College Test scores as tie breakers). If federal funds are authorized, the Commission will announce selected students for the scholarship before the end of the school year. The school and the students will receive notification of their award status.

Selected students will receive their award (each academic term) through their postsecondary institution's financial aid office. **Receipt of this scholarship may affect other financial aid awards.**

### CALIFORNIA RESIDENCY REQUIREMENTS (FOR APPLICATION QUESTION #10)

If you are an unmarried student who will **not** be 18 years old by the April 2, 2010 application deadline for this scholarship, your residency status is based on the residency of the parent or non-parent adult responsible for your direct care and control. To qualify, the non-parent adult must have had continuous direct care of, and control over you for at least two years prior to the application deadline.

If you are an unmarried student under age 18, you are a legal California resident if either:

- A parent has been a legal California resident for one year immediately prior to the application deadline.
- You have lived for two years with a responsible non-parent adult and that adult has been a legal California resident for at least one year immediately prior to the application deadline.

If your parents are living overseas, you are considered a California resident if you are a minor and have been living under the direct care and control of a California resident for at least two years as of the application deadline, or if your parents have maintained their California residency during their absence from the state.

Married students, regardless of their age, and all unmarried students 18 or older, must establish their own residency. If you are 18 years old by the April 2, 2010 application deadline for this scholarship, you must have lived in California for at least one year immediately before this date to be considered a California resident. You also must be in the United States legally and be able to establish U.S. residency based on your status with the U.S. Citizenship and Immigration Services.

### STATE OF CALIFORNIA INFORMATION PRACTICES ACT OF 1977 AND USE OF YOUR SOCIAL SECURITY NUMBER

State and federal laws protect an individual's right to privacy regarding information pertaining to oneself. The California Information Practices Act of 1977 requires the following information be provided to financial aid applicants who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. Commission policy and the policies of the postsecondary institutions to which you are applying for aid authorize maintenance of this information. Furnishing information that is requested on this form is mandatory. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form's information may be transmitted to the other state and federal agencies if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to them. The Education Code of the State of California gives the Commission the authority (in consultation with postsecondary institutions) to make this form available. The officials responsible for maintaining the information contained on this form are the Executive Director of the Commission and the financial aid administrators at the institutions to which you are applying for financial aid.

The Social Security Number is used to verify your identity under record-keeping systems established prior to January 1, 1975, pursuant to authority of the Commission, the California State University, and California Community Colleges contained in Title 5, California Administrative Code, Section 41201, and the authority of the Regents of the University of California under Article IX, Section 9, of the California Constitution.

The Commission and California public postsecondary education institutions, in compliance with federal statutes and the Equal Protection Clause of the California Constitution, do not discriminate on the basis of race, color, national origin, sex, or physical disability in any of their policies, procedures, or practices. Inquiries regarding these policies may be directed to the Commission and to the financial aid office of the school or college to which you are applying for aid.

For additional information, please contact the Commission's Specialized Programs Operations Branch at (888) 224-7268 option 3.

## 2010-11 STUDENT APPLICATION

Return Application To Your Robert C. Byrd Honors Scholarship Program Coordinator

TO BE COMPLETED BY THE APPLICANT (Please print or type)

1. LAST NAME	FIRST NAME	MIDDLE INITIAL	2. SOCIAL SECURITY #
3. DATE OF BIRTH	4. GENDER	5. PHONE NUMBER ( )	6. CELL PHONE NUMBER: ( )
7. STREET ADDRESS		CITY	STATE ZIP CODE

8. E-MAIL ADDRESS \_\_\_\_\_

9. I AM: **(Check One)**

(1) A UNITED STATES (U.S.) CITIZEN

(2) AN ELIGIBLE NON-CITIZEN: **You must include documentation from the U.S. Citizenship and Immigration Services**

10. I MEET THE CALIFORNIA RESIDENCY CRITERIA DESCRIBED ON THE NEW APPLICANT FACT SHEET AND I AM CONSIDERED A CALIFORNIA RESIDENT FOR FINANCIAL AID PURPOSES:  YES  NO

11. I HAVE OR EXPECT TO RECEIVE A HIGH SCHOOL DIPLOMA / GED:  YES  NO

Applicants with a General Education Development (GED) certificate or the equivalent high school diploma must include an official copy of the testing organization's score report (for the GED, SAT and ACT) with the application by the deadline to the California Student Aid Commission (Commission). Scores from the California High School Proficiency Exam are not accepted, since it is not a nationally administered exam.

12. I HAVE LISTED THE NAME AND ADDRESS OF THE COLLEGE I EXPECT TO ATTEND DURING THE 2010-11 ACADEMIC YEAR:  
**(Please list only ONE choice, do not write unknown, undecided, or leave blank; this school will be notified, if awarded.)**

**COLLEGE NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**SIX-DIGIT FEDERAL SCHOOL CODE NUMBER** \_\_\_\_\_

- By my signature, I understand and agree that:**
- I must be a graduating senior, complete and include the Certification Form ED 80-0016 (provided with this application), and be **nominated by my school** to compete for this scholarship.
  - I must attend a U.S. postsecondary educational institution on a full-time basis beginning in the fall term of the **2010-11 academic year**.
  - I must be considered a freshman, by my postsecondary institution, during the 2010-11 academic year.
  - My other financial aid may be affected by receipt of this scholarship.
  - I must, if selected, continue to meet the federal eligibility requirements for renewal participants to be able to renew this scholarship for a maximum of four years (based on availability of federal funding).
  - I hereby authorize my school official to complete and release to the Commission the information requested on the GPA/Test Score Verification Form to enable me to compete for a Robert C. Byrd Honors Scholarship.
  - I understand that this application must be submitted to the California Student Aid Commission by the **APRIL 2, 2010 DEADLINE**.

I declare under penalty of the laws of the State of California and of the U.S. that I have examined this form, and to the best of my knowledge and belief it is true, correct and complete. I understand that the penalty for submission of fraudulent or incorrect information on this form may be repayment of the scholarship amount received, with interest and with additional penalties under Federal or California state law. I authorize the Commission and the California State Department of Education to receive and to release my student records, information regarding this application, and other information I have provided concerning my application and scholarship between institutions and appropriate public and private agencies. I understand that only complete and accurate applications submitted using the required procedures will be considered. **I understand that this is a federally funded program that is subject to federal budget appropriations. If authorization is reduced or not approved for the fiscal year, federal funding may affect this award and/or renewals.**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT** \_\_\_\_\_  
**DATE**





## Certification of Eligibility for Federal Assistance in Certain Programs

I understand that 34 Code of Federal Regulations (CFR) 75.60, 75.61, and 75.62 require that I make specific certifications of eligibility to the United States (U.S.) Department of Education as a condition of applying for Federal funds in certain programs and that these requirements are in addition to any other eligibility requirements that the U.S. Department of Education imposes under program regulations. Under 34 CFR 75.60 - 75.62:

I. I certify that:

A. I do not owe a debt, or I am current repaying a debt, or I am not in default on a debt (as that term is used at 34 CFR Part 668):

1. To the Federal Government under a nonprocurement transaction (e.g., a previous loan, scholarship, grant, or cooperative agreement); or
2. For a fellowship, scholarship, stipend, discretionary grant, or loan in any program of the U.S. Department of Education that is subject to 34 CFR 75.60, 75.61, and 75.62, including:

- Federal Pell Grant Program (20 U.S.C. 1070a, et seq.);
- Federal Supplemental Educational Opportunity Grant (SEOG) Program (20 U.S.C. 1070(b), et seq.);
- State Student Incentive Grant Program (SSIG) (20 U.S.C. 1070c, et seq.);
- Federal Perkins Loan Program (20 U.S.C. 1087aa, et seq.);
- Income Contingent Direct Loan Demonstration Project (20 U.S.C. 1087a, note);
- Federal Stafford Loan Program, Federal Supplemental Loans for Students (SLS), Federal Parent Loan for Undergraduate Students (PLUS), or Federal Consolidation Loan Program (20 U.S.C. 1071, et seq.);
- Cuban Student Loan Program (20 U.S.C. 2601, et seq.);
- Robert C. Byrd Honors Scholarship Program (20 U.S.C. 1070d-31, et seq.);
- Jacob K. Javits Fellows Program (20 U.S.C. 1134h-1134i);
- Patricia Roberts-Harris Fellowship Program (20 U.S.C. 1134d-1134g);
- Christa McAuliffe Fellowship Program (20 U.S.C. 1105-1105i)
- Bilingual Education Fellowship Program (20 U.S.C. 3221-3262);
- Rehabilitation Long-term Training Program (29 U.S.C. 774(b));
- Paul Douglas Teacher Scholarship Program (20 U.S.C. 1104, et seq.);
- Law Enforcement Education Program (42 U.S.C. 3775);
- Indian Fellowship Program (29 U.S.C. 774(b));

**OR**

B. I have made arrangements satisfactory to the U.S. Department of Education to repay a debt as described in A.1 or A.2 (above) of which I had not been current in repaying or of which I was in default (as that term is used in 34 CFR Part 668).

II. I certify also that I have not been declared by a judge, as a condition of sentencing under Section 5301 of the Anti-Drug Abuse Act of 1988 (21 U.S.C. 862), ineligible to receive Federal assistance for the period of this requested funding.

I understand that providing a false certification to any of the statements above makes me liable for repayment to the U.S. Department of Education for funds received on the basis of this certification, for civil penalties, and for criminal prosecution under 18 U.S.C. 1001.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Type or Print Name)

Name or number of the USDE program under which this certification is being made: ROBERT C. BYRD HONORS SCHOLARSHIP