

## 2011–12 COORDINATOR'S GUIDE ROBERT C. BYRD HONORS SCHOLARSHIP PROGRAM

The following guidelines shall be used when you review applications prior to 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 (Commission) Specialized Programs, weekdays between 10:00 a.m. and 4:45 p.m. at (888) 224-7268, option 3.

### COORDINATOR'S RESPONSIBILITIES

#### NOMINATION PROCESS

Each year, coordinators should inform potential scholarship program participants of any school requirements and 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 shall select up to 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 2011-12 academic year; and 3) will submit the completed application to the designated coordinator at the applicant's California high school by the deadline.

#### SELECTION CRITERIA

Coordinators should use criteria for selection 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 2010-11 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 2011-12 academic year (#12 on application).**

#### SUBMITTING NOMINATIONS

Coordinators must submit the 2011-12 Nomination Form, GPA/Test Score Verification Form and up to two (2) application(s) **postmarked no later than APRIL 1, 2011 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 2011-12 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 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 the award status by mail.

#### FEDERAL FUNDS

This scholarship is entirely supported by federal funds and as a result, 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.

**2011-12 NOMINATION FORM  
ROBERT C. BYRD HONORS SCHOLARSHIP PROGRAM**

**TO BE COMPLETED BY THE COORDINATOR (please print)**

SCHOOL NAME: \_\_\_\_\_ SCHOOL DISTRICT: \_\_\_\_\_

SCHOOL MAILING ADDRESS: \_\_\_\_\_

**Applications that are late or incomplete may not be considered.**

1. As the designated coordinator, I have read the following Robert C. Byrd Honors Scholarship Program materials:  
 Fact Sheet       Application       Nomination Form       Coordinator's Guide
2. As the designated coordinator, I understand that I may nominate **up to two (2)** high school applicants to compete in the 2011-12 Robert C. Byrd Honors Scholarship Program.
3. I hereby nominate the two (2) applicant(s) identified below to compete in the 2011-12 Robert C. Byrd Honors Scholarship Program. Their application(s) are included with this nomination form.

Applicant Name(s)	Applicant Social Security Number(s)
1. _____	_____
2. _____	_____

4. The following forms for each nominee are complete, accurate, and included with this application packet:  
**(Please initial each line below)**

- \_\_\_ Robert C. Byrd Honors Scholarship Program Student Application (G-192/ED 80-0016)
- \_\_\_ Citizenship documentation, **if required** (See item # 9 on the application)
- \_\_\_ Coordinator's 2011-12 Nomination Form (G-190)
- \_\_\_ GPA/Test Score Verification Form (G-194)      \_\_\_ Selective Service Statement

5. As coordinator, I verify that:

- \_\_\_ Each applicant's grade point average has been calculated and reported based upon an **unweighted 4.00 scale**.
- \_\_\_ **Only one college choice** is listed (See item # 12 on the application).

6. I have also:

**1) Reviewed the two (2) completed applications; 2) included the information requested above; and 3) determined that eligibility requirements for participation in the 2011-12 Robert C. Byrd Honors Scholarship Program have been met. I understand that if the application package does not meet the requirements specified, it will be returned to the nominating high school.**

Additionally, I understand that the two (2) application packets will undergo further review by the Commission. Only those applicants who meet all criteria specified by statute will be eligible to compete for this scholarship. **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 both new and renewal awards.**

\_\_\_\_\_  
Coordinator/Home-Based\* Instructor Signature      Date      E-mail Address

\_\_\_\_\_  
Coordinator/Home-Based\* Instructor Name (Printed)      Phone Number      EXT: \_\_\_\_\_

**\*Home-based private-schooled students are required to complete all forms contained in the Robert C Byrd Scholarship Program Packet, with the exception of the GPA/Test Score Verification Form, which is to be completed by the District Office.**

**Return This Form With All Application Materials Postmarked By APRIL 1, 2011 To:**

**CALIFORNIA STUDENT AID COMMISSION  
ROBERT C. BYRD HONORS SCHOLARSHIP PROGRAM  
P.O. BOX 419029  
RANCHO CORDOVA, CA 95741-9029**

## 2011-12 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 2010-11 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.*  
(Unweighted GPA)

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.*  
(Unweighted GPA)

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 /District Office Official

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Phone Number **EXT:** \_\_\_\_\_

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

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

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

School Seal  
Must be  
Affixed

## 2011-12 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 2011-12 academic year. This \$1,500 scholarship award for 2011-12 may be renewed for up to four 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)
- Be a high school graduate from a public or private secondary high school or a home school between 7-1-2010 and 6-30-2011, or receive the recognized equivalent of a high school diploma (a GED certificate or a certificate that is earned by passing a state authorized examination and that the state recognizes as a diploma equivalent) between 7-1-2010 and 4-1-2011.
- Enroll in and attend a U.S. public or private postsecondary education institution on a full-time basis during the fall term of the 2011-12 academic year.
- Be considered a freshman beginning in the fall term of the 2011-12 academic year.
- Be registered with the Selective Service, if required.
- 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. Nomination packages must be submitted by the designated high school coordinator. Home-schooled students must meet the eligibility requirements, complete the 2011-12 Nomination Form, Student Application, and have the GPA/Test Score Verification Form completed by your District Office. All three forms are to be mailed to: California Student Aid Commission, Attn: Robert C. Byrd Honors Scholarship Program, P.O. Box 419029, Rancho Cordova, CA 95741-9029

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: California Student Aid Commission, Attn: Robert C. Byrd Honors Scholarship Program, P.O. Box 419029, Rancho Cordova, CA 95741-9029. The 2011-12 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 that want to nominate students for this scholarship must submit completed application materials for each nominee. A complete application package must include the following.

- 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)
- Selective Service Statement

All completed application materials **must be postmarked by APRIL 1, 2011** and sent to the California Student Aid Commission, Attn: Robert C Byrd Scholarship Program, P.O. Box 419029, Rancho Cordova, CA 95741-9029.

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

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## 2011–12 NEW APPLICANT FACT SHEET continued...

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### 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)

**Students attending California public colleges and universities will be considered residents of California if they meet the school's residency requirements by the April 1, 2011 application deadline for this scholarship. Generally, this will be residence of at least one year in the state with the intent to make California their permanent home. However, students planning to attend California public institutions are advised to inquire at their school to determine if they meet the school residency requirements.**

**Students attending California independent colleges, universities, and trade schools must be legal California state residents and physically present in California for one year prior to the residence determination date to be classified as a resident student. A temporary absence for business, education or pleasure will not result in loss of California residence if, during the absence, the person always intended to return to California and did nothing inconsistent with that intent. Physical presence within the state solely for educational purposes does not constitute establishing California residence, regardless of how long the student was in the state. Students with questions regarding their residency status should contact their campus admissions or registrar's office.**

### 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 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.





## 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**

## STATEMENT OF SELECTED SERVICE REGISTRATION

The Robert C Byrd Honors Scholarship is a federal scholarship which requires all male recipients who have reach the age of eighteen to register with the Selective Service Administration (SSA). You must complete the statement below regarding registration with the Selective Service Administration.

If you have not yet registered, you can go on-line at [www.sss.gov](http://www.sss.gov) to register.

I certify that I am not required to register with the Selected Service Administration because (select one):

- I am a female
- I have not reached my 18<sup>th</sup> birthday
- I have already registered with the SSA. My number is \_\_\_\_\_

**Student Certification:** I have read the information printed above. I certify that the information I listed above is true and correct to the best of my knowledge. I understand that it is illegal to report false or misleading information. I certify under penalty of perjury under the laws of the State of California, the foregoing is true and correct.

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name of Student (Print) \_\_\_\_\_

Email \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_