



HANCOCK COUNTY EDUCATIONAL SERVICE CENTER

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Marie Berry Educational Fund Scholarship Application Process

Eligibility: The Marie Berry Scholarship is open to students who have graduated from a state chartered school located in Hancock County, Ohio. The scholarship is dedicated to students who have financial need and wish to pursue a two-year or four-year degree program at a community college, accredited college, or university, trade school or business school of their choosing. The scholarship is for a full-time student and is renewable for up to three years.

◆ **Completing the scholarship application form**

- The application may be printed and filled out using blue or black ink or information can be typed directly onto the form and printed. **Applicant must sign in Section 1.**
- Your guidance counselor will need to complete and sign Section III. Turn in the application and the Transcript Request as soon as possible.

◆ **Submitting completed application packets**

- Review the application and confirm required signatures.
- Gather additional documentation.
- Place all documentation in a sealed envelope marked *Marie Berry Scholarship and your name*. You should have:
 - Application
 - Parent/Guardian Certification
 - Official School Transcript
 - FAFSA/SARS **Report**

◆ **Applications are due by March 28, 2018.**

- Hancock County ESC hours are 8:00am till 4:00pm Monday through Friday.
- You may mail your scholarship packet to HCESC, but we have no control over mail delivery. Your application must be in-office March 28th not post-marked March 28th.
- We will attempt to award scholarship recipients at each schools award ceremony.

◆ **Additional information regarding the FAFSA and SAR.**

Tips for obtaining and processing your SAR

- File as early as possible and keep copies of all forms submitted.
- Make sure you follow the instructions regarding obtaining your parents signature on the website.
- If you provide an e-mail address on the FAFSA, you should receive confirmation in about a week that your SAR is available. Follow the link provided to receive your SAR. Otherwise, your SAR should be mailed to you in about four weeks.
- Read the SAR upon receipt – review for unanswered questions.
- If you have trouble obtaining an SAR, contact the Federal Dept. of Education: 1.800.433.3243

How do I obtain my Student Aid Report (SAR)?

1. Go to www.fafsa.ed.gov
2. Under *FAFSA Followup*, select *View and Print your Student Aid Report*.
3. From the dropdown, select the school year you are applying for and select *NEXT*
4. Follow the instructions: you will need your 4 digit PIN
5. On the *Transaction* page, select the most recent transaction number.
6. On the *Processing Information* page, select *Print Summary* from the left menu bar.
7. On the *Print Summary* page, select html or pdf format.
8. Print the SAR, remember to save or print a copy for yourself.

◆ **Renewal Information**

- **Renewals are not automatic.** You must reapply each year on the designated application form with the required information.
- Grades must be forwarded to HCESC after each grading period prior to renewal. **An unofficial transcript may be submitted with your application but if you are awarded a renewal an official transcript must be submitted prior to disbursement.**

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