SUSSMAN-MILLER EDUCATIONAL ASSISTANCE FUND
A fund established to provide financial assistance to students to further their education in an undergraduate program.

GENERAL INFORMATION FOR GRADUATING HIGH SCHOOL SENIORS

Sussman-Miller Educational Assistance Fund awards financial assistance to students to further their education in an undergraduate program. Students who are just graduating from high school have different guidelines and application forms than students who have already completed at least one semester of undergraduate studies. To apply for financial assistance, please read through all the instructions carefully, complete the appropriate application form, and submit all requested documents before the listed deadline.

Graduating high school seniors must apply for financial aid to begin the following fall.

INSTRUCTIONS FOR SUBMITTING REQUIRED INFORMATION
Review the following information carefully, and then go to application forms.

Financial aid award letter or announcement from college/university for 2021-2022 academic year:

- Sent to you or directly to us from college/university you will attend & lists all financial aid awards & scholarships.
- List under ‘Educational Information’ section of the application any other award that is not included in your award letter – including state, foundation, civic & religious institutions & tribal support awards.

Copy of your complete Federal Student Aid Report (all pages) for the 2021-2022 academic year:

- Received by you because of submitting a Free Application for Federal Student Aid (FAFSA). DO NOT SEND FAFSA.

Résumé:

- Include school activities, awards, honors, community service, employment, and internships. Note number of years of participation and any office or position held for each activity.

Statement of personal goals and unusual circumstances to be considered:

- Essay or business letter format – grammar, spelling, and punctuation do count.
- Include educational and career goals – be as specific as possible.
- Describe any special circumstance that makes it more difficult for you to attain your education.
- Applicants with dependent children should include an explanation of their financial responsibilities and tax consequences.

Official transcript:

- Current official transcript sent by school separately OR in a sealed envelope and included with your application documents.

One reference from a current academic teacher or counselor:

- Sent by teacher or school separately OR in a sealed envelope and included with your application form.
- Reference should write a letter OR use the Personal Rating Form.
Statement of college/university budget (costs) on which aid is based, for the 2021-2022 academic year:

- Costs may be included in your award letter, on a separate sheet with school letterhead or taken from catalog.
- Should include: tuition, fees, room and board, books, personal expenses, travel, and loan fees (you may include a short description of any unusual expenses such as childcare or medical that are not included in the school's information).
- Completed **Budget Form of Required Information**.

**YOUR NAME SHOULD BE ON EVERY PAGE OF EVERY ATTACHMENT!**

- All signatures on the application must be completed.
- Submit all required documents to our office before the deadline.

**PLEASE NOTE: Two Different Receipt Deadlines**

1) Deadline for students who will attend out-of-state schools or in-state private schools: Tuesday, April 13, 2021 at 5pm MT

2) Deadline for students will attend New Mexico state public schools: Monday, June 14, 2021 at 5pm MT

Questions? Call 505-883-6240 or e-mail us at denise@abqcf.org
Information for Graduating High School Seniors
SUSSMAN-MILLER EDUCATIONAL ASSISTANCE FUND

This application form is for the high school senior graduating in the spring of 2021 to apply for assistance for the 2021-2022 college/university academic school year.

General Information:

- Applicants must demonstrate a ‘gap’ of financial need between comprehensive costs of the college or university they will attend and the personal financial commitment and financial aid awards. The ‘gap’ is based on the information received through this application, the college/university, and the Student Aid Report.
- Beginning in fall 2014, the Legislative Lottery Scholarship requirements include the new minimum for number of credit hours – 15 NEW credit hours with repeating classes do not count.
- Minimum award is $500
- Maximum award per student is 20% of the student’s total budget or $2,000, whichever is less
- Computations for Grade Point Average (GPA) are based on grades in academic subjects - English, math, sciences, foreign languages, computer programming, and history courses
- Awards are renewable annually, by application, for a total of four years of undergraduate work
- The most important consideration is financial need, not scholastic achievement
- Selections are not based on race or gender
- Only one application per person will be considered each year

Student applicant must:

- Be a U.S. citizen or permanent U.S. resident with a green card
- Be a legal New Mexico resident for a minimum of one year
- Be graduating from an accredited public or private high school
- Have cumulative 3.5 GPA in high school academic grade-bearing subjects
- Be awarded a financial aid package that does not meet demonstrated need
- Be accepted by and have chosen to attend a U.S. post-secondary, accredited, non-profit or public educational institution as a full-time student taking a minimum of 12 credit hours of grade-bearing courses per semester

PLEASE NOTE: Two Different Receipt Deadlines
1) Deadline for students who will attend out-of-state schools or in-state private schools: Tuesday, April 13, 2021, 5pm MT
2) Deadline for students will attend New Mexico state public schools: Monday, June 14, 2021 at 5pm MT

Deadline is for receipt of all documents in our office. NOT a postmark deadline. For the sake of fairness, no exception will be made for late applications.

To apply for this financial aid:

- Completely fill out appropriate financial aid application and supply the required documents.
- All signatures on application must be completed.
- Submit application and all required documents to our office by the deadline
FINANCIAL AID APPLICATION
for Graduating High School Seniors

SUSSMAN-MILLER EDUCATIONAL ASSISTANCE FUND

This application form is for the high school senior graduating in the spring of 2021 to apply for assistance for the 2021-2022 college/university academic school year.

Personal Information:

Name __________________________________________________________
Permanent mailing address ________________________________________
City/State _______________________________ Zip __________________
Name of parent(s) or nearest relative __________________________________
Current mailing address (if different from above):
_____________________________________________________________
Permanent phone number _________________________________________
Current phone number __________________________________________
E-mail: ________________________________________________________
List your residential addresses for the past two years (if different from above)
_____________________________________________________________
Date of birth ____/____/_____
Gender: ☐ Female ☐ Male
Marital status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed
Do you have any dependent children? ☐ Yes ☐ No
If yes, how many? _____ Ages: __________
Are you a U.S. citizen? ☐ Yes ☐ No
If no, what is your green card number? __________________________
How long have you been a legal New Mexico resident? _________________
Do you live with your parents? ☐ Yes ☐ No
Did you or your parents file a New Mexico state income tax return last year?
☐ Yes ☐ No If no, why not? __________________________________________
Do you have a New Mexico driver's license? ☐ Yes ☐ No
NM License number ______________________________________________
Are you registered to vote in New Mexico? ☐ Yes ☐ No
If yes, which county? ____________________________________________
List three professions or occupations you have seriously considered
________________________________________________________________
________________________________________________________________
________________________________________________________________
Family Information:

Are your parents New Mexico residents? □ Yes □ No
If yes, for how long? ________________

Who is responsible for your support? □ Mother □ Father □ Both

Which parent do you live with? __________________

Father: □ Single □ Married □ Divorced □ Widowed
No. of dependents_______ No. of dependents in college___________
Mailing address ____________________________________________
City/State________________________________ Zip________________
Occupation:_________________________________________________
Name of Employer:_________________________________________
No. of Years:_______

Mother: □ Single □ Married □ Divorced □ Widowed
No. of dependents_______ No. of dependents in college___________
Mailing address ____________________________________________
City/State________________________________ Zip________________
Occupation:________________________________________________
Name of Employer:_________________________________________
No. of Years:_______

Educational Information:

High School __________________________ Date of Graduation________
Mailing Address ____________________________________________
City/State________________________________ Zip________________
Principal __________________________ Phone number ____________
GPA (through 7th semester) ________________________________
Name of high school counselor ________________________________
Counselor phone number ____________________________________
List college, university or post-secondary institutions you have applied to:

Name the ONE college you will attend:__________________________
Website: __________________________________________________________________________________________

Anticipated College Graduation Date:____________________________

I plan to live: □ ON campus □ OFF campus □ With parents

Please list name and give amounts of any scholarships or grants you will receive that are not listed in your financial aid award letter:
______________________________________________________________________________________________
______________________________________________________________________________________________

Do you expect to receive the NM Lottery Success Scholarship? □ Yes □ No
If no, why not? _____________________________________________

Please list name and give amounts of any awards from civic organizations, religious institutions, and/or tribal support. Please indicate whether they are renewable or if they are only available for one-year.
______________________________________________________________________________________________
______________________________________________________________________________________________
Are you eligible for any financial aid awards not yet applied for? Please list and give amounts. Please indicate whether they are renewable or if they are only available for one-year.

______________________________________________________________
______________________________________________________________

You must inform us of any awards made after you submit this application including support from other foundations, civic organizations, religious institutions, and tribes. All Sussman-Miller Educational Assistance Awards are subject to adjustment or withdrawal if other scholarships or financial aid awards are made after receipt of your application. If an award is made and you decide to change schools, the award will be cancelled.

Financial Aid Committee:
This is my application for financial aid for the 2021-2022 school year. Enclosed or being sent under separate cover are the following (Refer to General Information):

☐ Financial aid award letter or announcement from college/university that I will attend.
☐ Copy of my complete Federal Student Aid Report (ALL PAGES).
☐ Statement of college/university budget (costs) on which aid is based.
☐ Completed Budget Form of Required Information.
☐ Résumé
☐ Statement of personal goals and unusual circumstances (be as specific as possible).
☐ Official high school transcript through 7th semester.
☐ Copy of ACT or SAT scores.
☐ One reference from a current academic teacher or counselor (personal letter OR Personal Rating Form).

I (we) certify that all of the information on this form is true and complete to the best of my (our) knowledge. If asked by any authorized official of Albuquerque Community Foundation, I (we) realize that this documentation may include a copy of my (our) U.S. and /or state income tax returns. I (we) realize that failure to comply with a request for further documentation may prevent me from receiving any aid.

______________________________________________________________
Student signature

________________________
Name printed

___________
Date

______________________________________________________________
Parent or guardian signature

________________________
Name printed

___________
Date

PLEASE NOTE: Two Different Receipt Deadlines

1) Deadline for students who will attend all out-of-state and in-state private schools: Tuesday, April 13, 2021 at 5pm MT

2) Deadline for students for who will attend New Mexico state public schools: Monday, June 14, 2021 at 5pm MT

Deadline is for receipt of all documents in our office. Not a postmark deadline. For the sake of fairness, no exception will be made for late applications.

Please mail completed application and all requested information to:
Sussman-Miller Educational Assistance Fund
Albuquerque Community Foundation
P.O. Box 25266
Albuquerque, NM 87125
SUSSMAN-MILLER EDUCATIONAL ASSISTANCE FUND

BUDGET FORM OF REQUIRED INFORMATION
Must be completed and included with application forms.

1. Total cost for you as determined by the institution you will attend for 2021-2022 academic year, including tuition, fees, room and board, personal expenses, transportation, etc. $_______

2. Estimated Family Contribution as reported on the Student Aid Report $_______

3. Subtract 2 from 1 Need $_______

4. Total financial aid award from institution (include Federal Work Study and Stafford & Perkins Loans) [Minimum $3,500]* $_______

5. Awards from other agencies or funds (as listed in the application) $_______

6. Add 4 + 5 together Gap $_______

7. Subtract 6 from 3 Gap $_______

DUE TO LIMITED FUNDS WE ARE UNABLE TO ASSIST STUDENTS WITH A GAP OF MORE THAN $8,000.

IF GAP IS LESS THAN $500 OR GREATER THAN $8,000, PLEASE DO NOT SUBMIT THIS APPLICATION. IT WILL NOT BE CONSIDERED FOR AN AWARD.

* If you have opted to not assume any loans, we will use the maximum designated amount of the subsidized Stafford loans as indicated by the Federal Government for your year in college, for our calculations ($3,500 FR; $4,500 SO; and $5,500 JR/SR)
Write a 1-page, 1-side personal letter OR use this Personal Rating Form. Mailed directly to ACF, emailed to Denise Nava or give to the student in a sealed envelope.

Your reference must be received in our office by the deadline below or the student may be disqualified. Mail directly to:

Sussman-Miller Educational Assistance Fund
Albuquerque Community Foundation
P.O. Box 25266
Albuquerque, NM 87125
OR
Email: denise@abqcf.org

Name of applicant _____________________________________________
Address _______________________________________________________________________________________
City/State/Zip _______________________________________________________________________________________

Explanation: This form will be given to you by a student applying for financial aid from Albuquerque Community Foundation. The information you provide will be kept in the strictest confidence. We appreciate your time and effort in evaluating the applicant and ask that you complete and return this form directly to the Foundation, no later than the following RECEIPT DATES. Incomplete application packages are not considered.

1) DEADLINE for 2021-2022 graduating high school senior attending an out-of-state schools or in-state private school: Tuesday, April 13, 2021 at 5pm MT

2) DEADLINE for 2021-2022 graduating high school senior attending a New Mexico state public school: Monday, June 14, 2021 at 5pm MT

Deadline is for receipt of all documents in our office. Not a postmark deadline. For the sake of fairness, no exception will be made for late applications.

How long have you known the applicant and what is your direct association?
_____________________________________________________________________________________________

If teacher or instructor, what was the applicant's grade in your course? ________

Which of the following statements most nearly describes the applicant?

☐ An exceptionally hard-working person.

☐ A highly intelligent person who does not work to the full limits of capabilities.

☐ A highly intelligent and exceptionally hard-working person.

☐ Other (please state in your own words): ________________________________________________________
What are the applicant's strongest qualities or any special circumstances which you believe entitle him/her to consideration for a student award?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Would you expect the applicant to become a community leader in the future?
☐ Yes  ☐ No

In terms of your knowledge of the applicant's family and personal resources, please check your estimate of financial need:
☐ Cannot attend college without substantial financial aid.
☐ Will undoubtedly continue their education but will need some assistance.
☐ Can attend college without outside assistance.
☐ I do not have information on which to make a decision on this matter.

Please add any information which might be helpful to the selection committee:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Please rate based on your knowledge of this applicant's potential for success in college:

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<th>Academic Promise</th>
<th>Marginal</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
<th>One of the very top individuals I have encountered in my career</th>
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<thead>
<tr>
<th>Character and Personal Promise</th>
<th>Marginal</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
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</tbody>
</table>

Your name (please print) ________________________________________________
School and address ______________________________________________________
Position _______________________________________________________________
Subject and level __________________________ Year taught __________________
Signature ___________________________ Year taught __________________
Date __________________________

Your reference must be received by the deadline above or the student may be disqualified.