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 CURRENT UNDERGRADUATES
Full-time students working on a first undergraduate degree.

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.

Undergraduate students who have completed at least one semester of undergraduate work must apply after the spring semester for financial assistance beginning the following fall.

INSTRUCTIONS FOR SUBMITTING REQUIRED INFORMATION
Review the following information carefully and complete the required 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:
- SAR may be printed from the Internet.
- 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.

RECEIPT DEADLINE: Monday, June 14, 2021 at 5pm MT

Questions? Call 505-883-6240 or e-mail us at denise@abqcf.org
INFORMATION FOR CURRENT UNDERGRADUATES:

SUSSMAN-MILLER EDUCATIONAL ASSISTANCE FUND

This application form is for the full-time student who has completed at least one semester of college and who will be a full-time undergraduate student in 2021-2022.

General Information:
- Applicants must demonstrate a ‘gap’ of financial need between comprehensive costs of the college or university they will attend & the personal financial commitment & financial aid awards. The ‘gap’ is based on the information received through this application, the college/university, and the Student Aid Report.
- 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 grade-bearing courses: i.e. language arts, math, sciences, foreign languages, computer programming, and history courses
- Awards are renewable annually, by application, for undergraduate work
- The most important consideration is financial need, not scholastic achievement
- Selections are not based on race or gender

Student applicant must:
- Be a U.S. citizen or a permanent U.S. resident with a green card
- Be a legal New Mexico resident for a minimum of one year
- Have completed a minimum of one (1) semester of undergraduate work
- Have cumulative 3.0 GPA in college academic grade-bearing subjects
- Be awarded a financial aid package that does not meet demonstrated need
- Be attending a U.S. post-secondary, accredited, nonprofit or public educational institution as a full-time student taking a minimum of 12 credit hours of grade-bearing courses per semester
  **** Note: Beginning Fall 2014, Legislative Lottery Scholarships requirements included the new minimum for number of credit hours – 15 NEW credit hours and repeating classes do not count.
- NOT be applying for residency in another state

To apply for this financial aid:
- All signatures on application must be completed.
- Submit application and all required documents to our office before the deadline.

RECEIPT DEADLINE: Monday, June 14, 2021 at 5pm MT
Deadline is for receipt of this application plus all required documents in our office. NOT a postmark deadline. For the sake of fairness, no exception will be made for late applications.
FINANCIAL AID APPLICATION
for Currently Enrolled Undergraduates

SUSSMAN-MILLER EDUCATIONAL ASSISTANCE FUND

Application form for the student who has completed at least one semester of college & will be a full-time undergraduate student in 2021-2022.

Have you received this award before? ☐ Yes ☐ No
If yes, what years? ________________________________

Personal Information
Name ________________________________________________________
Mailing address _____________________________________________________________
City/State ________________ Zip ________________
Home phone no. ________________ Work phone no. ________________
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
If married, spouse’s occupation and employer ________________________________

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? ________________________________
If you are employed, list your occupation and employer:
__________________________________________________________________________

Are you eligible and have you applied for educational reimbursement from your employer?
Describe your employer’s program
__________________________________________________________________________
List three professions or occupations you have seriously considered
____________________________________________________________
____________________________________________________________
____________________________________________________________

Are you currently working in your chosen field? ☐ Yes ☐ No

**Family Information:**
*If you are a dependent of a parent or guardian, fill out this section.*

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:**
What high school did you attend: ______________________________________

What year did you graduate high school: _________________________________

My status for the 2021-2022 school year:
Classification: ☐ Fr. ☐ Soph. ☐ Jr. ☐ Sr.

**Anticipated Graduation Date:** _________________________________

Your field or program of study: ______________________________________

I plan to live: ☐ ON campus ☐ OFF campus ☐ With parent
Fill out A and/or B below, as applicable to your situation:

A. Tell us about your current school:
   School __________________________ Expected Date of Graduation __________
   Mailing Address _________________________________________________________
   Web address ___________________________________________________________

B. City/State __________________________ Zip _____________________________
   Financial aid office phone no. ____________________
   GPA (through most recent semester) ________________
   School is: ☐ 4-yr college/university ☐ 2-yr college ☐ vocational/tech school
   ☐ Community College    ☐ other

C. If you are changing undergraduate schools, tell us about your NEW school:
   School __________________________ Expected Date of Graduation __________
   Mailing Address _________________________________________________________
   Web address ___________________________________________________________
   City/State __________________________ Zip _____________________________
   Financial aid office phone no. ____________________
   GPA (through most recent semester) ________________
   School is: ☐ 4-yr college/university ☐ 2-yr college ☐ vocational/tech school
   ☐ Community College    ☐ other

Did you receive NM Lottery Success Scholarship last semester?  
☐ Yes ☐ No If yes, how much was the award? __________

Do you expect to continue receiving the NM Lottery Success Scholarship?  
☐ Yes ☐ No

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.

________________________________________________________________________
________________________________________________________________________

Did you apply for any scholarship(s) or award(s) last year? If yes, please indicate if you did received them, the amount of the award(s) and if they are renewable.

________________________________________________________________________
________________________________________________________________________

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 from the
Financial Aid Committee:
This is my application for financial aid for the 2021-2022 school year. Enclosed or being sent separately 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 (see next page).
☐ Résumé
☐ Statement* of personal goals and unusual circumstances (be as specific as possible).
☐ Official college/university transcripts through Spring 2021 semester - include transcripts from all post-secondary institutions you have attended..
☐ 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 (if student is under 18 years old) Name printed Date

RECEIPT DEADLINE: Monday, June 14, 2021 at 5pm MT

Deadline is for receipt of all information 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
   
   $_______

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)
PERSONAL RATING FORM

SUSSMAN-MILLER EDUCATIONAL ASSISTANCE FUND
For use by CURRENT ACADEMIC TEACHER OR COUNSELOR REFERENCE.

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 DATE. Incomplete application packages are not considered.

RECEIPT DEADLINE for the continuing undergraduate college student:
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:

<table>
<thead>
<tr>
<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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<td>☐</td>
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</table>

<table>
<thead>
<tr>
<th>Character and Personal Promise</th>
<th>Marginal</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
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<td>☐</td>
</tr>
</tbody>
</table>

Your name (please print) __________________________________________
School and address ______________________________________________

Position ________________________________________________________
Subject and level _____________________ Year taught __________________
Signature ___________________________________ Date ____________
Your reference must be received by the deadline (see above) or the student may be disqualified.