

## BRUNSWICK AREA STUDENT AID FUND SCHOLARSHIP ADMINISTRATION POLICIES

### ELIGIBILITY

All graduates of, or students about to graduate from, Brunswick High School and Mt. Ararat High School are eligible for up to two years of need-based assistance to any accredited post-secondary institution. In addition, graduates of other secondary schools, or students who have been home-schooled, who could have graduated from Brunswick High School or Mt. Ararat High School as residents of Brunswick, Topsham, Harpswell, Bowdoin, and Bowdoinham are equally eligible.

### APPLICATION PROCESS

No later than March 15 of each academic year of eligibility, students requesting assistance for the upcoming academic year must submit either an electronic BASAF Scholarship Application, including uploading information from the student's Student Aid Report (SAR) as generated by the Free Application for Federal Student Aid (FAFSA), or a completed paper BASAF Scholarship Application form along with a copy of their SAR to the School Counseling Office of either Brunswick High School or Mt. Ararat High School, as appropriate. An academic year is considered to commence with the Fall semester of the traditional academic calendar. Students have only two years of eligibility to receive scholarship funds from the BASAF. In order for award recipients to receive a second year award, the student must request assistance by submitting a new BASAF online application with the student's most recent SAR or a new paper BASAF Scholarship Application form along with a copy of their most recent SAR to the applicable School Counseling Office no later than March 15. All qualifying applications are weighed solely on the basis of financial need, and it is the intent of BASAF to offer financial aid to as many eligible students annually as available funds permit.

There is no extension available beyond the March 15 deadline. However, if March 15 falls on a Saturday, Sunday, or a day when school is not in session at the location where the form must be submitted, the application will be considered to be timely submitted on the next succeeding day that is not a Saturday, Sunday or a day when school is not in session. For applications submitted via U.S. Mail, the postmark date shall determine the date of submission.

### SCHOLARSHIP PAYMENT PROCEDURES

Award recipients are notified of awards in May of each year. No later than July 15, a check for half of the total amount awarded is sent by the Treasurer to the educational institution indicated on the student's application form. No later than December 15, a check for the remaining half of the award is sent to the educational institution. Students must promptly provide written notification to the Treasurer of the BASAF of any change in their selected educational institution.

### ANNUAL APPLICATION REQUIREMENT (NO DEFERRALS ALLOWED)

Award recipients who elect not to attend an eligible educational institution for the entire academic year to which their award applies are NOT able to defer their award to a future academic year. In order to receive an award for an academic year, the student must submit a completed application following the procedures under "Application Process." The student's failure to use an award applicable to a specific academic year does not impact a student's two year eligibility limitation period; it only means the

student must submit a new, updated application to be considered for the subsequent year's awards. In the event a student withdraws from an eligible educational institution and the student's award is refunded to BASAF, the student's eligibility is not reduced on account of the refunded award.

In the event an award recipient does not attend an eligible educational institution or utilizes only a portion of their award during the Fall semester of the academic year to which their award applies, but does attend during the Spring semester, BASAF will disburse the remaining balance of their academic year award for the Spring semester.

In the event an award recipient attends an eligible educational institution during the Fall semester of the academic year to which their award applies, but does not attend during the Spring semester, the student's remaining one-half year award will not be disbursed. In order for the student to receive the remaining one-half year award, the student must submit a completed application following the procedures under "Application Process."

If an award recipient utilizes only a portion of the amount disbursed for the Spring semester, the entire remaining balance of the year's award amount is deemed to be fully utilized. In this situation, utilization of any portion of the amount disbursed for the Spring semester is deemed to be utilization of the entire balance of the year's award. A student in this situation should consider declining the disbursement of the award for the Spring semester in favor of applying for an award in a future year, following the procedures under "Application Process."