



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Mayor's Scholars Undergraduate Program 2016-17 Application User Guide

The Mayor's Scholars Undergraduate Program provides need-based funding for eligible DC residents earning their first associate's or bachelor's degree at select area colleges and universities. The program is a last-dollar award designed to fill the gap between a student's financial aid package and the cost of attendance. Typically, recipients of Mayor's Scholars funding can receive up to \$4,000 per academic year, for up to 4 years for an associate's degree, and up to 6 years for a bachelor's degree. The funds are available first-come, first-serve, and applicants must re-apply each year. Funding is not guaranteed, as funds are only available until they run out. Please review [the website](#) for more specific details about awards and eligibility, and use this guide to assist in the application process.

Before you apply

- Complete the [Free Application for Federal Student Aid](#) (FAFSA) if eligible*
- Complete the [DC Tuition Assistance Grant](#) (DCTAG) application if eligible**
- Gather electronic copies of all required documents. For more details, see the Required Documents section below. You will be required to upload them electronically in the application. Make sure they are in one of the following formats: .doc, .docx, .pdf, .jpeg

When you're ready to apply (brand new applicants only)

- Open [the application](#).
- Select "Click Here to Begin" to register as a user.
- Within 24 hours, you will receive an email from QuickBase after your registration request has been approved. Click on the link in the email "Go to this app in QuickBase".
- Create a password, answer password security questions, then log into the system.
- Select the  icon located at the bottom of the page to begin your application.
- Select the type of application (Returning Applicant, High School Applicant, or GED/NEDP Applicant).
- Press the "Add Application" button.
- Complete your application, including document uploads.
- Press the "Submit" button to complete the application process.

When you're ready to apply (returning applicants who completed the application last year)

- Open [the application](#).
- Select "Click Here to Begin" to register as a user.
- Within 24 hours, you will receive an email from QuickBase after your registration request has been approved. Click on the link in the email "Go to this app in QuickBase" and you will be directed back to the application.
- Click "Sign In" in the top right corner to begin the application.
- Select the  icon located at the bottom of the page to begin your application.
- Select the type of application (Returning Applicant, High School Applicant, or GED/NEDP Applicant).
- Press the "Add Application" button.
- Complete your application, including document uploads.
- Press the "Submit" button to complete the application process.

Required Documents

If you have already completed FAFSA and applied for DCTAG (including submitted all supporting documents, and have been made eligible), the process is easy! Prepare the following documents to apply:

- High school transcript, college transcript, or GED/NEDP transcript;
- Assessment scores (GED applicants only); and
- College financial aid award letter for 2016-17, if it's available.

If you are not eligible for federal funding, and therefore have not completed the FAFSA*, then prepare one of the following documents to prove your income:

- Federal tax return 2015;
- Proof of Supplemental Nutrition Assistance Program (SNAP) 2015; or
- Proof of Temporary Assistance for Needy Families (TANF) 2015.

If you are not eligible for the DCTAG program, and therefore have not completed the DCTAG application, then prepare two of the required DC domicile/residency verification documents from [this list](#), as well as your [Student Aid Report](#) (SAR) from FAFSA.

Remember, all documents must be submitted in electronic format.

What happens next?

After you apply, you will receive a confirmation email that your application has been received. You will be notified via email about the status of your application – either Eligible, Ineligible, or Missing Documents.

- If you are **eligible**: You will then receive a Mayor's Scholars Award Letter, and will need to provide your college financial aid office with a copy of the letter. Your college or university is the final determiner of your eligibility, as they confirm that you are enrolled, meet academic requirements, have financial need, and other requirements.
- If you are **ineligible**: You will receive information about how to appeal the decision, if you believe you are eligible for funding.
- If you are **missing documents**: You will receive information about which documents you are missing and directions for how to submit them. You will be required to submit missing documents as soon as possible, no later than the June 30, 2016 deadline, in order to have your application to be evaluated.

**If you're not eligible for federal funding, you may still be eligible for Mayor's Scholars funding*

***If you're not eligible for DC TAG because of your age, the college you're attending, or because you have exhausted your DC TAG funding, you may still be eligible for Mayor's Scholars funding. However, if you're not eligible for DC TAG because of DC domicile status, you will likely not be eligible for Mayor's Scholars funding. Please direct questions to osse.mayorsscholars@dc.gov.*

Questions

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