

POLICIES

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ELIGIBILITY

To be eligible, an applicant (the "Applicant") must:

1. Be a graduating senior at Hinsdale Central High School ("HCHS").
2. Have been a student in the HCHS Music Department (the "Music Department") for the majority of their tenure at HCHS.
3. Plan to enroll in a college or university within two (2) years of their graduation from HCHS.
4. A declared Music Major in college/university is NOT required for consideration.
5. There is no minimum G.P.A. needed; but, dedication to academic efforts and progress must be shown. All G.P.A. information provided by the Applicant should be based on the HCHS weighted 6.0 G.P.A. scale,

APPLICATION

To be a "COMPLETE" application (the "Application") to the Hansen Family Music Excellence Scholarship Fund (the "Fund"), and to have the Applicant's Application considered by the scholarship selection committee (the "Selection Committee"), an Applicant needs to do the following:

1. Submit a completed online "Application Information Form" (the "Application Information Form").
2. Prepare and submit a one-page personal essay (the "Essay").
3. Have a HCHS Music Department Faculty Member ("Faculty Member") submit an online assessment (the "Assessment") of the Applicant.

At the Applicant's option, additional materials (the "Supplementary Materials") may be included in the Applicant's Application.

The following are important policies which govern the application process:

1. The Applicant should submit only ONE Application. At the sole discretion of the Selection Committee, multiple applications by a single Applicant could make the Applicant ineligible for consideration.
2. Once an Application Information Form has been submitted online by the Applicant, the Applicant will not have access to it - so please VERIFY that all information entered in the submission is accurate and comprehensive prior to hitting the SUBMIT button. Although you may notify us of any error(s) via email, you will NOT have the ability to further edit the Application Information Form after you hit the SUBMIT button at the end of the form without the full permission by the Selection Committee; and, that permission may be withheld for any reason.

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3. The Application Information Form and the Essay must be completed and submitted by the Applicant by 11:59PM on the Deadline Date specified in that year's Application Information Form to be considered. No late or incomplete submission of these Application components will be considered. HCHS Music Department Faculty Members have one week past the Deadline Date to submit their Assessments of the Applicants.
4. The Applicant is solely responsible for the timely submission and receipt by the Selection Committee of all Application components, including the Assessment. Once the Selection Committee receives an Application Information Form, we will notify the Faculty Member that they have been requested to do an Assessment. Prior to that point, the Faculty Member does not have access to the Assessment. The Selection Committee will make best efforts to do that notification promptly. However, the Applicant should consider the time needed to do that notification and to have the Faculty Member complete the Assessment when timing their own submission of their application.
5. Once submitted, all information provided in the Application can be shared amongst HCHS Faculty Members, the Selection Committee and other interested parties. Although the distribution of the information submitted is intended for use in evaluating Applications for the Scholarship, Applicants should not submit information that the Applicant wants to remain private.
6. An Applicant's work outside of the HCHS Music Department can be considered by the Selection Committee. Solely at the Applicant's option, in addition to the Assessment by a HCHS Faculty Member, an outside recommendation can also be considered, but should be limited to one additional assessment per Applicant.
7. All submission emails (Essay and Supplementary Materials) should be submitted in the formats requested per the guidelines in the website information.

NOTIFICATIONS

The Selection Committee will send Applicants periodic emails with Application status updates, the most important of these being the email stating that the Application is "COMPLETE". With that email, the Applicant is assured that all necessary Application components have been received and are acceptable for consideration.

Successful Award Grant recipients are announced at the HCHS Music Department Awards Concert, with the monetary award given at the Annual HCHS Senior Awards Assembly. Successful scholarship recipients will be asked to provide the Selection Committee with a headshot photograph (.jpeg / .jpg format) of themselves for the Selection Committee's use in informing future scholarship candidates.