



UNF Scholarship Application

Step 1: Apply to UNF

- **Freshmen:** UNF considers applications from freshmen on a rolling basis starting each July. While there isn't a specific deadline for applying to the University, it's highly recommend to apply early — ideally by Oct. 31 — for optimal financial aid, scholarship and housing preferences. Don't worry if you missed the early date — applications are reviewed through the year, and in many cases, an admission decision can be turned around within a few weeks.
- **Transfers:** Applications submitted by the deadline will be given priority while applications submitted after the posted deadline will be considered on a space-available basis. Unless otherwise noted, applications and all supporting documents and requirements (e.g. test scores, transcripts, etc.) must be received by the University by the deadline.
- Visit www.unf.edu/admissions/applynow for a complete list of application instructions, deadlines, etc.
- **For questions, contact Admissions through OneStop Student Services at (904) 620-5555 ext. 1**

Step 2: Complete the Free Application for Federal Student Aid (FAFSA)

- The FAFSA for the upcoming school year is available as of October 1. This earlier filing option is a new and permanent change implemented by the US Department of Education. Instead of waiting until January 1 you may submit your FAFSA as early as October 1. Knowing your expected family contribution (EFC) earlier allows more time to plan and budget for the aid year, and is required by UNF for determining your financial aid eligibility.
- Visit www.fafsa.ed.gov to apply (also included on this webpage is a list of all items/documents needed to complete the FAFSA)
- UNF's school code is **009841**
- If your first term at UNF will be the summer semester, the current academic year FAFSA will need to be completed as well as the coming academic year. For example, if starting in summer **2024** the **2023-24** FAFSA will need to be completed as well as the **2024-25** FAFSA.
- **For questions, contact Financial Aid through OneStop Student Services at (904) 620-5555 ext. 3**

Step 3: Apply for the Hicks Scholarship

- **Students can apply for the Hicks Scholarship as soon as they have applied to UNF, completed the FAFSA AND have been admitted to UNF.**
- Deadlines to apply for the scholarship are:

First UNF Term	Deadline
Summer	April 1
Fall	June 1
Spring	October 1

1. **Students must first** fill out a Data Sharing Consent Form through their MyWings account. A link to this form can be found through the following website: https://www.unf.edu/foundation_scholarships/.
 2. **Students must also** send one email with the following documents to both **Hicks@habijax.org** and **LHunt@HabiJax.org** :
 - **Hicks Prep Club application** form (page 2 of this document)
 - **Student Information Release Authorization** (page 3 of this document)
 - **Résumé**
 - **A Personal Statement** – a **one-page** narrative designed to give the reviewers a picture of you as an individual. Address the following in the statement:
 - o **Why** do you want to be a Hicks Scholar?
 - o **What** is most appealing to you about UNF?
 - o What **details** of your life (your history, experiences, etc.) set you apart from others?
- **For scholarship questions, contact: 904-208-6661 or email lhunt@habijax.org**



UNIVERSITY of NORTH FLORIDA
Foundation, Inc.



All scholarship communication will be sent to applicants UNF email address. This address can be checked by logging into mywings.unf.edu and clicking the email icon on the upper right part of the page. Email should be checked at least every other day.

Scholarship Application Form
Please fill in all information. Incomplete applications will not be considered.

Name: _____

UNF N-number (student ID): _____

Date FAFSA was completed: _____

Address: _____

Zip Code: _____ Cell phone: _____

Please Check:

HabiJax

Jacksonville Housing Authority
Public Housing

Jacksonville Housing Authority
Section 8

Community/Residential area (i.e. Brentwood): _____

Current Resident

Former Resident

List Extracurricular Activities:

Employed: Yes No Employer: _____

I understand that by filling out this application, I am authorizing the University of North Florida to evaluate my need and merit for the Hicks Scholarship. I understand that the evaluation will include review of a letter of recommendation, an essay, my transcript, my test scores, my FAFSA and this application. I have answered all the questions on this application truthfully. I understand if I have not answered the questions truthfully my application may be denied; even if I have already been approved I may be disqualified. I consent to the disclosure of information for the purpose of verification related to making a determination of my eligibility. I agree to provide any documentation needed to assist in this determination.

Signature: _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____
(If under 18)



**STUDENT INFORMATION RELEASE AUTHORIZATION
(FERPA)**

**SIGNING THIS AUTHORIZATION AFFECTS
YOUR PRIVACY RIGHTS UNDER FEDERAL LAW**

In compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA), The University of North Florida is prohibited from providing certain information from your student records to a third party, such as information on grades, financial aid, and other student record information. This restriction applies, but is not limited to your parents, spouse, or a sponsor.

You may, at your discretion, grant to the University permission to release information about your student records to a third party designee by completing and signing this Authorization form. The information you have permitted the University to release (*Section C. below*) will be made available to the third party designee (*Section B. below*) when requested by the third party designee.

A. Student Information:

Name (print): _____

Student N Number: _____

Student Address: _____

Email: _____

Daytime Phone: _____

B. Third Party Designees:

Hicks Program Manager
Habitat for Humanity Jacksonville, Inc. (HabiJax)
40 E. Adams St, Ste 200, Jacksonville, FL 32202

Director of Resident Services
Jacksonville Housing Authority
1085 Golfair Blvd., Jacksonville, FL 32209

C. Information to be released:

Grades/GPA, academic progress status, and/or enrollment information

Signature: _____

Date: _____

Parent/Guardian: _____

Date: _____

Signature (If under 18)

Sample Resume for High School Students

Jane Doe
12 Snelling Avenue
St. Paul, Minnesota 55116
(651) 555-1111
jane.doe@spps.org

Education Highland Park Senior High, class of 2008 (3.8 GPA)

Experience

St. Paul Public Library—University Branch (June 2005-present)

- Maintained library database on checked-out materials.
- Coordinated volunteer program for Story Time.
- Organized card catalog to incorporate new materials.

National Honor Society (2003-present)

Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony.

Activities

- National Honor Society (2003-present)
- French Club (2002-present)
- Cross Country (2002-present)
- Piano lessons (10 years)

Awards

- A Honor Roll, 8 quarters
- Outstanding French Student, 2004
- Volunteer of the Year, 2005

References

Available upon request.

Contact Information: should be at the top of your resume—include name, address, phone number, and e-mail (if you have it). Separate it out by centering it and making it bold. If you have a college address separate from a home address, use both.

Education: include graduation date and GPA if it is 3.0 or higher.

Formatting Experiences: (2 options)

1. Heading line (include title and dates) followed by bulleted list—see Work Experience as example.
2. Heading line (include title and date) followed by narrative list—see Volunteer Experience as example.

Writing About Experiences

Regardless of style, begin each phrase/sentence/ bullet with an *active verb*. See the examples to the left: maintained, coordinated, organized, participated...see back of page for more examples.

Headings The expected headings would be: education, experience (work or volunteer), but the others are up to you. Use the ones that work best. Other possibilities: skills, additional experience, related experience, leadership experience, research experience, writing experience, computer experience, objectives, leadership, related coursework, work experience, volunteer experience, anything that fits your particular qualities.

General Formatting You should have 1 inch margins, major headings (like 'Education') on the left, then indent with additional information below—for example, notice how National Honor Society is lined up below St. Paul Public Library. Use a traditional font (New York, Arial, just not cursive...) at 12 point size. It should all fit on one page. Remember, it needs to be easy to read—keep it simple and organized!

Other things to remember:

- proofread, proofread, proofread!
- Check for punctuation and spelling.
- Check for format and style consistency.
- Show your resume to a friend.
- Use resume weight paper (available in copy centers).
- Pick a light, neutral color, like white or ivory.
- Laser print it or have it done at the copy center.
- Get matching envelopes and paper for cover letters.

Action Verbs: Read the list of action verbs below, checking those skills you have demonstrated through internships, part-time or summer jobs, coursework, leadership experience, or community service. Try to incorporate some of these action verbs in the descriptions of your experiences on your resume. This is by no means an exhaustive list.

Management Skills

administered
analyzed
assigned
chaired
consolidated
contracted
coordinated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised.

Communication Skills

arranged
authored
collaborated
convinced
developed
directed
drafted/edited
formulated
interpreted
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
translated
wrote

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed

Technical Skills

assembled
built/calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
demystified
developed

enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Financial Skills

allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Creative Skills

acted
created
customized
designed
developed
directed
established
founded
illustrated
initiated
instituted
integrated
introduced
invented

originated
performed
planned
revitalized
shaped

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented

Clerical or Detail Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processes
purchased
recorded

Why do I want to be a Hicks Scholar?

My main goal in life is to be remembered and important. I'm proud of what I've become in life and to be even more accomplished is to be a Hicks Scholar. To be a Hicks Scholar is an amazing opportunity to be a leader. The Hicks program is a club that helps students fulfill their dream to furthering their education. Why do I want to be a Hicks Scholar? I want the favor to be a Hicks Scholar because education is very important to me, I'll be the first in my family to attend college. Another reason I want to be a Hicks Scholar is because University of North Florida is my top dream school to attend.

I want to be a Hicks Scholar because my education is my main priority. With the help of this scholarship I could not only use the money for school, but I would pursue other extracurricular activities that can help me in my career field. With the Hicks scholarship my education would be paid for since I plan on being in school for 6 years to aim for my masters. Most people can't afford college, the scholarship provides support to help make school possible. So this scholarship is very important and to be a Hicks Scholar will help me overcome my obstacles to further education.

Another reason I want to be a Hicks Scholar because I'll be the first in my family to be a scholar and go to a university. To be a scholar makes me an idol to my younger siblings. I'm the oldest of 5 and college always been a dream for my future success. To be a Hicks Scholar, I can prove to my parents that they can be proud of me to be the first. All my siblings would look up to me because they are living their dream in me. I want to be a Hicks Scholar so they can count on me to make the right choices and set the best example.

The last reason I want to be a Hicks Scholar is because this scholarship connects to my number one college, University of North Florida. UNF is a successful university since its always expanding. It's really smart and full of intelligent students. To be a student in this university is my dream because it has my major and social interest. I know as an individual I can learn a lot for my career field to be on track to my future. UNF is a beautiful campus and could be a great home for me this summer (since I'll be starting in June).

Being a Hicks Scholar is very important to me and it will be a pleasure to be one. I hope the Hicks program accept me as one of them because I can make leader choices and opportunities. So the reason I want to be a Hicks Scholar is because it will help me pursue my education further, I'll be the first in my family to go to college, and finally my dream college is UNF.