

## HARBOUR VIEW HIGH SCHOOL POST-SECONDARY APPLICATIONS 2015-2016

### PLEASE READ CAREFULLY....

**Applications: University, Community College, Specialist Schools, etc.**

**Students are responsible for** submitting their application(s) to the institution(s) to which they are applying.

You may apply to as many institutions as you wish, just remember that each will charge an administration fee. Most prefer online applications.

Applications for most institutions in Eastern Canada are available in the Guidance Center. Applications for other institutions can be requested by one of the Guidance Counselors or you may be able to print a pdf file. If you plan on applying to more distant institutions drop by early and request application forms.

If you are considering an institution in the United States be sure that you obtain the information about the **SAT Testing Program** early in the school year from the Guidance Office. SAT results are necessary for admission to United States institutions and testing occurs on only a few specified dates.

Applications must be **COMPLETE** and **ON TIME !!!**

A complete application usually includes :

- The application (often several forms with the option of applying online).
- The application fee (non-refundable)
- The transcript (see section below on transcripts)
- The scholarship application and **activity summary** (for those applying for entrance scholarships)
- And maybe other supporting documentation as indicated on the application form e.g. letters of reference

When completing the application (paper or online):

- Read it very carefully (All pages and the fine print).
- Fill it out as instructed.
- Make sure it is dated and signed if applicable.
- Complete the scholarship information.
- Complete the supporting documentation if applicable.
- Include the application fee (NO CASH and in many cases no PERSONAL CHEQUES. Usually money orders, certified cheques or credit card payments are acceptable.)
- Make certain you arrange with the **GUIDANCE OFFICE** to have your **TRANSCRIPT** sent from the school directly to the institution.

The application should be mailed, delivered or submitted online to the institution. If mailing, make sure that you have the **proper address, sufficient postage, and your return mailing address.**

You may wish to have your application checked before mailing. Drop by the Guidance Office over the lunch hour or during the break between classes and one of the guidance counselors will go over the form with you.

## **Admissions to UNB-Saint John and Fredericton**

In partnership with the **University of New Brunswick**, we are participating in the “**On-Site Admission Process**.”.

Staff from the Registrar’s Office of **UNB Saint John and Fredericton** will be on-site at **Harbour View High School**, in the **Guidance Office**, on **Monday February 8th, 2015**. Interested students will be given appointments for 5 minute periods. The appointment times will be **posted** in advance, inside the Guidance Office. You may apply to both campuses at this time.

Students will meet, individually, with a representative of UNB. They will review the student’s transcript, discuss any problems or concerns, and make verbal acceptance/deferral of the student’s application. **Parents are welcome to attend this appointment**. Students should note that acceptance to the Engineering and Nursing Programs are competitive and decisions on acceptance to these programs will be received at a later date. Students can be accepted to their secondary choice in the interim.

The advantages to the student include :

- Personal attention from university staff.
- A quick turnaround on students’ applications.
- Students know within minutes whether they are accepted into their chosen program (except Nursing and Engineering as they have a limited enrollment).
- Uncertainty is reduced.
- Changes to student timetables for second semester may be made to accommodate their university plans.
- Parents are “in the loop” as far as the application process is concerned.
- An opportunity to correct/clarify any information on the application form.

### **Students that wish to participate in the On-Site Admissions with UNB should:**

- **Apply on-line at <http://apply.unb.ca> by February 4<sup>th</sup>, 2016**. You may enter information, save, and return to the application at a later time.
- **Pay the \$55 application fee on line by credit card or choose to pay the fee during on site admission by cash, money order or cheque payable to “The University of New Brunswick”**.
- Consider applying for both UNBSJ / UNBF during this event, if there is interest, as students can apply to both campuses for one fee of \$55
- **Complete the UNB Scholarship Application online: [www.unb.ca/scholarships](http://www.unb.ca/scholarships) Paper based applications will no longer be accepted**. This on line application covers all programs, all campuses and about 400 different scholarship opportunities. This application goes directly to the Undergraduate Awards Office.
- **Note: Students wishing to update their scholarship application after submission, to send in their resume, letters of reference or make a request for recalculating their scholarship average should email [awards@unb.ca](mailto:awards@unb.ca)**

## **Applications to NBCC**

During class room visits in the Spring of 2015 and in September/October of 2015 students were advised that community college applications should be sent as early as possible. Applications for September 2016 have been accepted since June 1, 2015 and applications are processed on a “first qualified-first accepted” basis. It may not be too late in January/February for some programs, but many have already been filled. Check with the Guidance Counselors to verify which programs are filled.

## **Other Universities and Colleges:**

It is very important that complete applications (including transcripts) be forwarded to the institution on time. Try to be at least 1-2 weeks before the deadline. Many institutions encourage students to apply online but it is still your choice to do this or to apply in the traditional way.

Some universities now visit Saint John from October through March to hold admission sessions at one of the local hotels. The Guidance Department will advise you when these dates are established. You will need to complete the application form on-line or print off the form and complete it in advance. A transcript will be required. Make sure that you request this transcript well in advance so that your application is not delayed

Deadlines vary. Be sure to check the institution’s calendar or online. **Do not procrastinate. It is your responsibility to make sure you are meeting the deadlines.**

## **TRANSCRIPTS :**

Transcripts (records of marks in credit courses) must be sent to the receiving institution directly from the high school. It is your responsibility to ensure that transcripts are sent on your behalf. To arrange for the sending of transcripts you must advise one of the Guidance Counselors so that this request can be recorded and the transcript forwarded. Once you request a transcript for a particular institution, your final transcript will be forwarded in June.

## **SCHOLARSHIPS AND BURSARIES**

Each year at graduation, high school graduates are offered many thousands of dollars in scholarships, bursaries, and awards. These awards are in recognition of academic excellence, involvement in school and community, and leadership. The overall dollar amount of scholarships and bursaries varies each year depending on such factors as number of students going on to further education and community awards available.

Students must keep up with the scholarships available. To become informed, students **must regularly check the “Scholarship Board”** located in the Guidance Office. Scholarship information, as well as Upcoming Events are displayed on the **screen** in the Guidance Office as well.

Students should also include an **Activity Summary or Resume** with their application to university. Such a record is influential in the selection process as universities may offer larger scholarships based upon factors in addition to academic excellence. The activity summary can take different forms. In some cases the student may organize by outlining their activities for each year of high school. Others organize by category such as extracurricular activities, community activities, volunteer activities, and employment. **Letters of reference** from teachers, coaches, employers, and representatives of community agencies are also valuable in the application process.

Scholarships are of three main types:

1. **Entrance scholarships** to post-secondary institutions such as universities and colleges. Normally these awards are based upon academic excellence, rank in class, and other academic indicators. Universities offer scholarships according to academic averages, meaning that the higher the average the greater the amount of the scholarship. Some of these scholarships, particularly the ones for the top academic students in a school, are renewable and would be awarded for each year the student is in university, provided certain academic standards are maintained. Generally, all students who apply with a specified minimum average receive scholarships. The usual average necessary to be considered for a scholarship is 80%, although certain institutions will accept lower averages and others demand higher averages. The student has to check each institution individually to determine the requirements necessary. Entrance scholarships may begin at \$500.00 and increase to \$50000.00 or more for renewable scholarships. It should be noted that if an academically strong student applies to several institutions, each may offer scholarships and the student will have to decide which school to attend. The amount of the scholarship given may be a factor in this choice. It is not unusual for a highly successful student to apply to several institutions and accept the “best” offer. Students have to be aware that their **Grade 11 marks are as important as Grade 12 marks when applying for university scholarships**. More and more institutions are offering conditional entrance and renewable scholarships based upon the Grade 11 academic results.
2. **Community or “Outside” Scholarships**. Service groups, church groups, unions, etc. sponsor scholarships. These awards are diverse and the requirements for earning a scholarship or bursary vary from one sponsor to another. Students have to be diligent in checking with the guidance office regarding these scholarships. Students and their parents must become informed as to whether the parents’ employer, union, association, community service group, and so on have a scholarship program for the children of members.
3. **School Based Scholarships and Awards**. These awards are the contribution of past administrators, graduation classes, staff contributions, and other individuals and groups with a special interest and connection to the school. The awards committee of the school screens all candidates and makes recommendations as to whom the recipients will be. Criteria for these bursaries varies, with some awarded for academics and others for such things as contribution to school life, leadership, financial need, and involvement in extra-curricular activities.

The greatest amount of scholarship money available comes from entrance and renewable scholarships to post-secondary institutions. However, at Harbour View High School the community and school-based awards are especially significant because they are based upon more than academics. Other factors are considered as important as academic results. It is the **student’s responsibility** to apply for scholarships and bursaries.

### **Important Dates to Note:**

**Monday, February 8<sup>th</sup>, 2016**

**UNBSJ / UNBF On site Admissions**

**Wednesday, June 22<sup>nd</sup>, 2016**

**Grad Rehearsal 1:00-3:30 p.m.**

**\*All students attending graduation must attend rehearsal**

**Friday, June 24<sup>th</sup>, 2016**

**Graduation Ceremony 6:30 p.m.**