



## COMMONWEALTH of VIRGINIA

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Executive Director

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA  
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Dear GEAR UP Student:

In 2008-09, our office awarded you the GEAR UP Virginia scholarship. This is a reminder that the scholarship is renewable for a total of 4 years and remains available for the 2009-10 academic year.

In 2008-09, the award was worth up to \$5,500.00 for the academic year. **The award amount for 2009-2010 will likely increase, so we encourage you to continue your education.** The approved amount will be specified in the award letter which will be mailed to you this summer upon the return of your completed GEAR UP renewal application materials. Please remember that the award is processed after your institution's final drop date each term provided that you meet all renewal requirements.

### Renewal Criteria:

- **Continue to maintain at least half-time credits per term in a degree-granting, diploma, or certification program at a participating postsecondary school**
- **Remain in good academic standing with institution and for federal financial aid purposes**
- **Submit all renewal application materials by the established deadline**
- **Complete your 2009-2010 FAFSA (you are highly encouraged to complete your FAFSA by the GEAR UP application deadline to prevent payment delays)**
- **Must not have exceeded the maximum length of eligibility (scholarship is renewable for up to 4 years after the initial award - not to exceed a first-time bachelor's degree)**

Please complete each section of the enclosed renewal application, making sure to provide updated contact information and include at least one email address. Also, you must have a sealed official transcript mailed directly to SCHEV in either of two ways: 1) using the enclosed GEAR UP Transcript Request form or 2) using a transcript request from provided by your institution.

You should submit all renewal scholarship application materials no later than **July 3, 2009**. Incomplete renewal applications will not be processed.

If you have any questions, please contact our office at (804)225-3778 or via email at [TierneyMcAuley@schev.edu](mailto:TierneyMcAuley@schev.edu).

We wish you great success as you continue your college experience.

Regards,

A handwritten signature in cursive script that reads "Tierney McAuley".

Tierney McAuley  
Scholarship Administrator

# GEAR UP VA SCHOLARSHIP

## IMPORTANT RENEWAL INFORMATION

### What You Need To Do

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- Complete and sign your 2009-10 GEAR UP renewal application\***  
Be sure to complete the entire form (front and back) with accurate information and include at least one email address. You should check your email at least once a week for GEAR UP information.
- Complete the enclosed GEAR UP transcript request form and submit to your institution**  
You should submit your transcript request early enough for your official transcript to be mailed by your institution to GEAR UP and received by the deadline.\*
- Be sure to fill out your 2009-10 FAFSA and submit to your institution**  
You should check your financial aid status with your institution to ensure that everything has been submitted and your awarding is completed.
- If you are transferring to another institution for fall 09, you will need to submit a copy of your acceptance letter to GEAR UP by the deadline.\***

\*Needs to be submitted by July 3, 2009.

### What Happens Next

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1. Assuming that all application materials are received by the deadline, a provisional award letter will be mailed to your permanent home address.
2. Your institution will receive a fall 09 verification form to be completed after the add/drop period (last allowable day to drop a course without receiving a "W").

#### If you meet all scholarship requirements...

3. Shortly after a completed verification form is received from your institution, scholarship payment requests will be sent to the Virginia College Savings Plan department for processing.
4. Payments will be sent by the Virginia College Savings Plan department. It can take approximately 2-3 weeks to process and send payments, depending on their workload so please be patient. ***You should not depend on GEAR UP scholarship payments to be processed in time to pay for books, meal plans, rent, etc. as our payment process takes time.***



## The Scholarship Renewal Deadline is July 3, 2009!

**Questions?** For more information contact:

**GEAR UP Virginia Scholarship**

Tierney McAuley, GEAR UP Scholarship Administrator  
101 N. 14th Street, 9th Floor, Richmond, Virginia 23219

Ph: 804-225-3778 Fax: 804-225-2604

Email: tierneymcauley@schev.edu

# 2009-10 GEAR UP SCHOLARSHIP RENEWAL APPLICATION



**Submit the following materials by July 3, 2009:**

- Completed 2009-2010 GEAR UP renewal scholarship application
- A sealed, official transcript for 2008-09 sent directly from your institution to SCHEV including fall, winter (if on a quarter system), and spring final grades
- Transfer students need to send a copy of their college acceptance letter to SCHEV

**Please Note: Incomplete applications will not be processed. Please read and answer each question carefully.**

## CONTACT INFORMATION

Last Name	First	M.I.
Permanent Home Street Address		Apartment #
City	State	Zip
Home Phone #	Alternate Phone #	
Student E-mail Address		
Personal E-mail Address		
I am living: <input type="checkbox"/> On Campus (provide address below) <input type="checkbox"/> Off Campus (provide address below) <input type="checkbox"/> At permanent home address above		
Street Address		Apartment #
City	State	Zip

## INSTITUTION INFORMATION

Institution Name	
City	State

## ENROLLMENT INFORMATION

Class	<input type="checkbox"/> Freshman	<input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior
Degree	Major			
Are you transferring to a new institution during 2009-2010? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please specify which term you will be transferring. _____ (Ex. Spring 2010)				
Are you planning to graduate during the 2009-2010 academic year? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please specify which term you will graduate. _____ (Ex. Spring 2010)				

## FINANCIAL AID INFORMATION

Have you completed your 2009-2010 FAFSA?  Yes  No If no, a completed FAFSA is required for this scholarship.  
 \*Check with your institution to make sure you have completed all requirements for financial aid.

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**INFORMATION RELEASE (FERPA)**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the student or parent/ legal guardian (if under 18) authorizes SCHEV, the Virginia College Savings Plan, and the attending institution to mutually disclose personal identifiable information, including the student's social security number and any other educational information necessary to verify student eligibility and scholarship payment arrangements. In addition, any person(s) listed below will be authorized to obtain any educational information pertaining to the student's GEAR UP scholarship.

Anyone other than yourself who is not listed below will not be able to obtain information regarding your GEAR UP scholarship. Please list the authorized person(s) below.

**\*\*All information below is required in order to be valid\*\***

Name	Relationship	Last 4 of SSN
Name	Relationship	Last 4 of SSN

**CERTIFICATION AND SIGNATURE**

I understand that in order to receive the GEAR UP scholarship; I must meet all renewal requirements and submit all application materials by July 3, 2009.

The undersigned student or parent/legal guardian (if under 18) certifies that the information on this form is true and correct to the best of their knowledge.

**Student Signature**

**Date**

**COMPLETE AND RETURN ALL REQUIRED MATERIALS BY JULY 3, 2009**

Mail to:

SCHEV-GEAR UP Virginia Scholarship  
 Attention: Tierney McAuley  
 101 North 14<sup>th</sup> Street  
 James Monroe Building, 10<sup>th</sup> floor  
 Richmond, VA 23219

Fax to:

(804)225-2604

If faxed, you must mail the original application if you are authorizing others to obtain information regarding your scholarship. If the original is not mailed, the person(s) listed will be voided.