



# Lowell Student Scholarship Information

## Harvard Extension School | Spring 2021

Please read this document in its entirety **BEFORE** applying for the Lowell Student Scholarship for the Spring 2021 term

### What is the Lowell Student Scholarship?

The Lowell Student Scholarship is an academic scholarship offered by Harvard Extension School that gives select high school students the opportunity to enroll in (1) undergraduate-level course at the Extension School (with some restrictions) at a reduced tuition cost. The 2020-21 tuition rate for an undergraduate-level course is \$1,880. The scholarship will cover 50% of the total cost to enroll in the course (\$940), and the student will be responsible for covering the remaining balance owed for the course (\$940). Students can enroll in any undergraduate-level course of their choosing (with the exception of Management courses), as long as they meet the stated prerequisites for the course noted in the course description in the course catalog.

### Who is eligible to apply for the scholarship?

To be eligible to apply for the spring 2021 Lowell Student Scholarship, students must meet **all** of the following eligibility requirements:

- Must be 15 years old at the time of course registration
- Must be currently enrolled in a Boston-area high school for the 2020-21 academic year
- Must be a current high school sophomore, junior, or senior (graduation years = 2021, 2022, or 2023)
- Must have a 3.0 or higher cumulative GPA in all coursework attempted at your high school

You will be ineligible to receive the scholarship if you do not meet **all** of these eligibility requirements.

### What do I need to submit to be considered for the scholarship?

The only thing that students need to submit to be considered for the scholarship is the online application. The application will ask you to upload a copy of your high school transcript (official or unofficial), which you should request to have sent to you electronically from your high school. You will also be asked to briefly explain why you are interested in enrolling at a course at Harvard Extension School this spring (max. 250 words).

### **PLEASE NOTE:**

- **NO DOCUMENTS SHOULD BE MAILED TO THE SCHOLARSHIPS COMMITTEE.** Our team is continuing to work remotely due to the ongoing effects of COVID-19. As such, we are unable to receive any mail that is sent to our office at 51 Brattle Street, Cambridge, MA 02138. Students will be prompted to upload required documents (like transcripts) directly onto the scholarship application before being able to submit their completed applications to our team for our review.
- **COUNSELOR RECOMMENDATION LETTERS ARE NOT REQUIRED FOR THE SPRING TERM.** The only exception to this rule is for homeschooled students, as noted on the online application. Homeschooled students are required to submit a letter of recommendation from a non-relative as part of their scholarship application if they do not have a transcript to provide us with. All other students are exempt from this requirement, as we realize that it is harder for students to request these letters from their high school counselors or teachers in the midst of the ongoing pandemic.

## How do I apply for the scholarship?

Please follow the steps below to ensure that you complete everything that you need to in order to submit a completed scholarship application for review by the scholarships committee:

<b>New Students</b> (First time taking a course at Harvard Extension School)	<b>Returning Students</b> (Have previously taken a course at Harvard Extension School)
<p><b>Step 1:</b> Create a student account through our Online Services portal:</p> <ul style="list-style-type: none"><li>• Click <a href="#">here</a> to access the Online Services landing page</li><li>• Click on “Create Account” in the “New Students” section at the bottom of the page</li><li>• Click on “Create a DCEKey” and follow the steps on your screen to create this login credential for your Online Services account</li></ul> <p><b>Step 2:</b> Review the <a href="#">course catalog</a> and register for your desired course using your Online Services account:</p> <ul style="list-style-type: none"><li>• Log into your Online Services account using your DCEKey login credentials</li><li>• Select “Course Registration and Schedule” from the main menu, then select “Add course(s) for spring term 2021”</li><li>• Follow the instructions on your screen to register for your desired course. When you see a “Registration Complete” message at the top of the screen then you’ll know that your course registration has been successfully completed.</li><li>• <b>Make the payment for your course by Sunday, 1/3/2021. Please see the next page for more information about this.</b></li></ul> <p><b>Step 3:</b> Submit your scholarship application through the student scholarships portal:</p> <ul style="list-style-type: none"><li>• Log into the scholarships portal using your DCEKey login information. You can access the scholarships portal by clicking <a href="#">here</a>.</li><li>• Once logged in, click on the “Start New Application” button in the middle of the page.</li><li>• Enter in all of the required application information, upload a copy of your high school transcript, complete your essay, and click on the submit button at the end of the application to send your completed application through to the scholarships committee for review. You’ll receive a confirmation email notifying you that your application has been submitted successfully.</li></ul>	<p><b>Step 1:</b> Review the <a href="#">course catalog</a> and register for your desired course using your Online Services account:</p> <ul style="list-style-type: none"><li>• Log into your Online Services account using your DCEKey login credentials *</li><li>• Select “Course Registration and Schedule” from the main menu, then select “Add course(s) for spring term 2021”</li><li>• Follow the instructions on your screen to register for your desired course. When you see a “Registration Complete” message at the top of the screen then you’ll know that your course registration has been successfully completed.</li><li>• <b>Make the payment for your course by Sunday, 1/3/2021. Please see the next page for more information about this.</b></li></ul> <p><b>Step 2:</b> Submit your scholarship application through the student scholarships portal:</p> <ul style="list-style-type: none"><li>• Log into the scholarships portal using your DCEKey login information. You can access the scholarships portal by clicking <a href="#">here</a>.</li><li>• Once logged in, click on the “Start New Application” button in the middle of the page.</li><li>• Enter in all of the required application information, upload a copy of your high school transcript, complete your essay, and click on the submit button at the end of the application to send your completed application through to the scholarships committee for review. You’ll receive a confirmation email notifying you that your application has been submitted successfully.</li></ul> <p><b>*If you do not remember your DCEKey login credentials, please reach out to the Office of Enrollment Services at Harvard Extension School for assistance. You can reach them at (617) 495-4024 Monday-Friday from 9:00 a.m.-5:00 p.m. EST, or via email at <a href="mailto:inquiry@extension.harvard.edu">inquiry@extension.harvard.edu</a>.</b></p>

## Choosing a Course

Check [www.extension.harvard.edu/courses](http://www.extension.harvard.edu/courses) for up-to-date course information and review the calendar at [www.extension.harvard.edu/academic-calendar](http://www.extension.harvard.edu/academic-calendar) for critical registration, drop and withdrawal deadlines.

Discuss your course selection with a high school teacher or adviser. To help ensure success, we recommend that you choose skills-based courses such as computer science, math, or foreign language, as well as introductory content courses, such as Introduction to Psychology. **Graduate-level courses and management courses are not eligible.**

Carefully read the course description. Check prerequisites and meeting times and make sure the course is offered for undergraduate credit.

Get a copy of the course syllabus from the course description online or in class on the first day.

## How do I make the payment for my course?

The 2020-21 tuition rate for an undergraduate-level course is \$1,880. The scholarship will cover 50% of the total cost to enroll in the course (\$940), and the student will be responsible for covering the remaining balance owed for the course (\$940).

**Students applying for the spring 2021 Lowell Student Scholarship need to make their \$940 tuition payments by 11:59 p.m. ET on Sunday, January 3 to be considered for the scholarship. If students are not awarded the scholarship for any reason, then they will be refunded this amount paid.**

All tuition payments can be made through the Student Finance Portal, which is located within your Online Services account. From the main menu, select “Student Finance Portal.” Once you’ve been redirected into the portal, you will see that your account has a balance of \$1,880. This total is there because no scholarships have been applied to your account yet. When you make your payment, select the option to key in the total that you’d like to pay, and enter in \$940 here. Then follow the steps on your screen to make your payment. If you happen to overpay (i.e. pay the full tuition cost for your course), then you’ll receive a refund for the total amount overpaid from our Student Financial Services office.

## When will I know if I’ve been awarded the scholarship?

All scholarship decisions will be released by 5:00 p.m. ET on Thursday, January 7. You will receive an email that your scholarship decision is ready to view in the scholarships portal. You’ll want to follow the link provided in this email to log into the scholarships portal (using your DCEKey login credentials) to view your scholarship decision.

## Advice, Transcripts, and Future Use

Taking courses at the Harvard Extension School is a rewarding experience; however, be prepared to work hard. College courses demand more of students than do high school courses. It goes without saying that all work should be your own, and you should be aware of our academic honesty guidelines. We recommend that you review our tips for avoiding plagiarism and other resources at [www.extension.harvard.edu/resources-policies/resources](http://www.extension.harvard.edu/resources-policies/resources).

The course that you will take is undergraduate credit-bearing, resulting in an official grade and university transcript from Harvard Extension School. Courses will result in a letter grade or WD (indicating withdrawal), which will appear on a transcript from Harvard Extension School. You’ll be required to submit your Harvard Extension School transcript with your college applications regardless of the grade you receive, if applications ask students to submit all official transcripts. While it is always up to an individual school to determine credit, Harvard Extension School credit is ordinarily transferrable to most colleges and universities.

**TIP:** If you find yourself unable to complete the course, we strongly recommend that you formally withdraw by the deadline. If you don't withdraw and don't complete the course, you will earn a failing grade.

Please note, all students pursuing admission to the ALB degree program at Harvard Extension School must possess a high school diploma or its equivalent, and students may not enroll in degree program courses at Harvard Extension School to use toward admission until five years after their high school credential was earned.

## **Important Dates and Deadlines**

### **Monday, November 9**

Scholarship application open to all eligible students

### **Sunday, January 3**

All scholarship applications due by 11:59 p.m. ET. You must have also registered for your desired course, and made the \$940 payment for your course by this deadline in order to be considered for the scholarship. **No late applications will be accepted.**

### **Monday, January 4-Thursday, January 7**

Scholarship committee reviews all student applications and makes scholarship decisions for students

### **Thursday, January 7**

Scholarship decisions available to view in the scholarships portal by 5:00 p.m. ET

### **Friday, January 22-Sunday, January 31**

Course changes period

### **Monday, January 25**

First day of spring term classes

### **Sunday, January 31**

Course drop deadline for 100% tuition refund (\$940 for all scholarship recipients)

### **Sunday, February 7**

Course drop deadline for 50% tuition refund (\$470 for all scholarship recipients)

### **Friday, April 23**

Withdrawal deadline (no tuition refund)

**\*Spring term last class meetings and final exams will take place during the week of May 10. Final spring term grades will be available for all students to view within their Online Services accounts on Tuesday, May 25, 2021.**