



**INFORMATION AND INSTRUCTIONS**

Please type all information. Print completed form and submit, along with essay and all other required documentation to: NYC Department of Citywide Administrative Services, The Hundred Year Association Awards Programs, David Dinkins Municipal Building, 1 Centre Street, 24<sup>th</sup> Floor South, Room 2445, New York, NY 10007.

**ELIGIBILITY**

**A. Parent or Guardian**

1. A permanent career City civil service employee with at least two years of continuous full-time service in a position for which the salary is paid in whole or in part by the City of New York.
2. Gross annual ordinary income for the year ending December 2016 may not exceed \$125,000 for parents and/or guardian. The applicant's income should not be included. Salaries listed should be before deductions for contributions to deferred compensation plans and/or other pre-tax benefits programs. Capital gains or losses should not be considered. If parents are separated or divorced, please describe financial arrangements with respect to applicant. Please include copies of page 1 of both parents' 2016 Federal Income Tax Return(s).

**B. Applicant**

1. Regular attendance at a private or public secondary school.
2. Matriculated as a full-time student at a private or public college or university.
3. Has taken the SAT or ACT examination. A copy of the test report must be submitted with the application.
4. Current College Transcript with GPA.

**SELECTION CRITERIA**

1. Academic achievement, leadership and commitment.
2. Record of college and community activity and service.
3. Score on the SAT or ACT examination.
4. Financial need.
5. Other information which The Hundred Year Association Awards Committee may require or deem pertinent.

**FINANCIAL AID**

1. Attach copy of FAFSA (Free Application for Federal Student Aid) submission and SAR (Student Aid Report).
2. Attach copy of letter received from college/university which details financial aid award for the upcoming year.
3. If letter has not been received yet, or if financial aid has not been requested, please so state.
4. Upon receipt of financial aid award letter please send copy as soon as possible to the Department of Citywide Administrative Services at the address listed at the top of this page.
5. List all other scholarships, grants or loans.

**SUMMARY**

1. All applications will be reviewed for eligibility and verification by the New York City Department of Citywide Administrative Services.
2. The Hundred Year Association Awards Committee will determine the winners following a personal interview with each finalist.
3. All information requested in the application must be completed for an applicant to be considered for an award, and the application must include the following documents:
  - a. SAT or ACT report.
  - b. 2016 Federal Income Tax Return (page 1 only) for both parents/guardians.
  - c. FAFSA submission and SAR.
  - d. Financial aid award letter from college/university.
  - e. Essay.
  - f. Current College Transcript with GPA.
  - g. Supplementary material may be included as applicant deems appropriate.
4. Application must be signed by both City employee parent/guardian and applicant.