



### ***PFA Student's Application Process***

1. Check all spaces that apply to the scholarship for which you are applying.
2. Incomplete applications will not be considered and will be returned to the Pine Forge Academy administration office.
3. Submit one application for each scholarship for which you are applying.
4. If applying for more than one scholarship, please complete a separate application for each scholarship.
5. You cannot receive more than two scholarships.
6. Attach all required documents and sign your completed application.
7. Submit all documents to the PFA Principal/Headmaster's Office as indicated on the scholarship application.
8. Upon receipt, your application will have an initial review to determine financial need and to confirm that it is complete.

### ***Helpful Hints When Applying***

**Determine which scholarships you are interested in and organize them:** The next step is sitting down and actually applying for the scholarships. If there are several awards that you want to compete for, don't worry about applying for them all in one day. Pressuring yourself will cause the quality of the applications and essays you submit to diminish and this will only encumber your chances of earning a scholarship. Set a goal for yourself. Decide how many thoroughly completed applications you wish to complete. Either way, designate a goal for yourself to complete each application. Stick to your goal so you will be organized, not pressured and able to meet the August 31st scholarship deadline well in advance.

**Pay attention to detail:** When you are applying to several scholarships at once, it is very easy to confuse the requirements specified by each and overlook critical details. Read all of the information provided carefully. When in doubt, review with your parents and/or make a phone call. PFA Foundation will be happy to assist you and answer your questions.

**Presentation is important:** Always type responses to essay questions. Take the time to type any responses, even those that seem informal. It can't hurt you but it can always help. Additionally, if the application itself must be filled out by hand, use your best penmanship. No white out, smudges, smears, etc. Be sure to get help reviewing your application information. It is critical to have someone, a parent, a teacher, an adult or peer give you feedback on your essay. This is important because any feedback that they can provide you with is an invaluable resource.

**Follow the submission rules precisely:** Don't eliminate yourself because you did not follow the specific rules outlines in the guidelines. If you are unsure about a rule, call or write the PFA Foundation office in advance. Don't wait till the last minute.