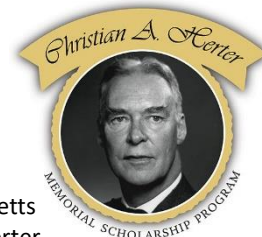


CHRISTIAN A. HERTER MEMORIAL SCHOLARSHIP PROGRAM

2023 PROGRAM INFORMATION



The Christian A. Herter Memorial Scholarship Program provides financial assistance to Commonwealth of Massachusetts students who demonstrate academic promise and aspirations for higher education. The special role of the Christian A. Herter Memorial Scholarship, as an early identification program, is to recruit high school sophomores and juniors whose socio-economic backgrounds and environmental conditions may inhibit their ability to persevere and attain their educational goals.

Since 1972, the Christian A. Herter Memorial Scholarship has assisted Massachusetts students with their higher education costs. Each year, twenty-five students are selected as Herter Scholarship recipients. Awards are determined annually, based on a student's college Cost of Attendance, demonstrated need, and the level of funding for the program. Scholarships are awarded for a maximum of four years and are subject to annual appropriations from the Massachusetts Legislature.

Who is an eligible applicant for the Christian A. Herter Memorial Scholarship?

- Enrolled in the 10th or 11th grade in a public or private secondary school in the Commonwealth of Massachusetts
- U.S. citizen or eligible non-citizen at the time of application and is a permanent legal resident of Massachusetts
- Has a cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale
- Demonstrates difficult personal circumstances, high financial need, and strong academic promise to continue his or her education beyond high school, at a college or university
- Nominated by a sponsoring school or agency

What criteria are used in evaluating the Christian A. Herter Memorial Scholarship applications?

Applicants are evaluated on the required autobiographical essay describing their future goals and aspirations, as well as the hardships/obstacles they have overcome and their accomplishments in the following areas: Special Skills; Leadership Qualities; Relative Maturity; Personal Difficulties; Motivation; Enthusiasm; Capacity for Growth; Academic Promise; Community Outreach and Involvement.

What restrictions are there on the use of the Christian A. Herter Memorial Scholarship?

Recipients may use the scholarship for college related costs only. Such costs may include tuition, fees, room and board, at an accredited postsecondary institution within the United States. The Herter recipient must commence enrollment in a postsecondary institution immediately upon graduation from high school, or permanently forfeit receipt of such a scholarship. A Herter Scholarship recipient who, due to extreme circumstances, has to postpone college enrollment upon graduating from high school, may apply for a deferment of his/her scholarship for a period of not more than two (2) years.

APPLICATION REQUIREMENTS

All information and documentation are submitted via the online Herter application portal. Students must be nominated **before** they can access the application. The Nominator must complete the [Nominator Request Form](#) to obtain access to the Herter Nominator Portal.

1. **Letter from Nominating School or Agency** – Nominator must submit a letter that describes the nominee's academic background, motivation, and potential for achievement. This statement should also address the nominee's ability to cope with adversity or difficult situations and provide an assessment of his/her eligibility for the Herter Scholarship.
2. **Student (Nominee) Autobiographical Essay** - Each nominee must submit an essay not to exceed two single-spaced pages. The essay will play a significant role in the selection process. The essay should address the following:
 - Leadership Qualities:** Inspiring or directing others; becoming a role model for your peers. Evidence of leadership qualities can be drawn from personal or academic experiences, including extra-curricular activities.
 - Obstacles Overcome/Challenges:** Achieving a goal despite barriers or challenges that has given you the determination to persevere. Include personal difficulties, hardships, medical problems, whether personal or family related that have directly affected your academic life.
 - Achievements:** Special skills and talents, creative or challenging activities that you have accomplished in your personal or academic life, such as artistic talent, public speaking and scientific or mathematical aptitude.
 - Community Outreach:** Volunteer work performed that has benefited others such as the elderly, not for profit groups or agencies, schools, hospitals, or community service agencies.
3. **Most Recent High School Transcript** – copy of student's most recent high school transcript can be submitted by nominator or student.
4. **Letters of Recommendation** - Nominee must submit a total of two (2) letters of recommendation
5. **Parent/Guardian Supporting Financial Statement** - The information will be used to determine the applicant's eligibility for financial assistance. A copy of parent/guardian's 2022 Federal and State income tax returns must be submitted. If 2022 tax returns have not yet been filed, we will accept a combination of copies of actual 2021 tax returns and copies of 2022 W-2's. If the parent/guardian will not file a 2022 tax return, a signed statement, along with official documentation to support income source (i.e. social security, public assistance, etc.) and amount received. A separate statement to explain any unusual obligations, such as educational expenses or other debts may also be included.
6. **Student Financial Statement** – If applicable, student must submit their 2022 Federal and State income tax returns

CHRISTIAN A. HERTER MEMORIAL SCHOLARSHIP

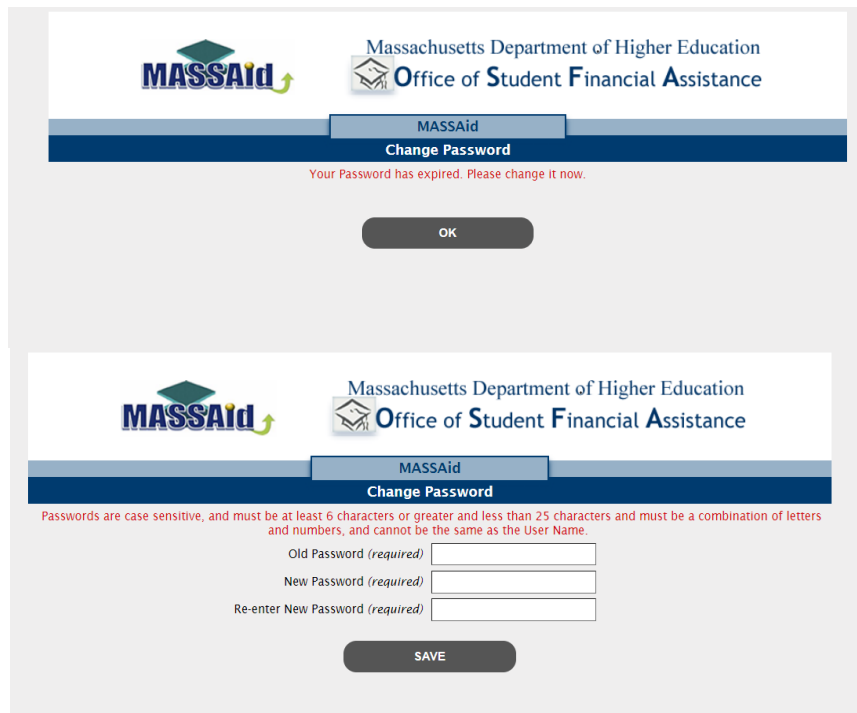
Application Information and Technical Support

APPLICATION INFORMATION

- 1. I'm a nominator, how do I access the Herter Nominator Request Form? How do I nominate a student?**
 - To request to be a nominator, complete the [Nominator Request Form](#). Once our team reviews your information, you will receive a confirmation email and a link to complete your registration and begin the nomination process.
 - You can nominate a student, via the 'My Home' screen or 'Nominate Applicant'. You will be asked to enter the Student's first and last name, email address, DOB, and High School Information.
 - Please make sure that the student's DOB is accurate and that the email address is one they are actively using/checking frequently. The student will need to enter the email address and DOB used by the nominator in order to create their account.
 - Once you've created your account, you can use the following link to log back in at any time:
<https://massaid.guarantorsolutions.com/ApplicationSignOn/SignOn.aspx>
- 2. I'm a student, how can I access the Herter Scholarship application?**
 - A student must be nominated before they can access the Herter application. Once you have been nominated, you will receive an email with instructions on how to access the Herter application.
 - Please consult with your nominator, if you haven't received an email, to confirm that they have completed your nomination and to confirm the email address they used.
 - Once you've created your account, you can use the following link to log back in at any time:
<https://massaid.guarantorsolutions.com/ApplicationSignOn/SignOn.aspx>
- 3. I'm a parent/guardian, how do I access the parent/guardian section of the Herter application?**
 - When your child completes the Parent/Guardian section in their Herter application, you will receive an email notification with information to create your parent account. Once you have logged in to your account, you will be able to enter the required information under each menu tab (Household Financial Information and Household Member information) and upload required documentation.
 - Once you've created your account, you can use the following link to log back in at any time:
<https://massaid.guarantorsolutions.com/ApplicationSignOn/SignOn.aspx>
- 4. Where do I upload the required documentation?**
 - Nominator** – once you nominate a student, you will be able to see their name on the 'My Home' screen of your portal. Click on the student name and upload the documentation. Please note, nominators are only able to upload the Nomination Letter and Student High School Transcript.
 - Student (Nominee)** – your account will have a "Document Management" tab, that will allow you to upload documentation, such as autobiographical essay, high school transcript, letters of recommendation, and student financial statement (if applicable). If you are in foster care, you will have the ability to upload the letter provided to you by your DCF caseworker.
 - Parent/Guardian** - your account will have a "Document Management" tab, that will allow you to upload the parent financial statement documentation
- 5. What if I don't submit all the documents requested?**
 - Your application will be considered incomplete and will not be reviewed by the Herter Scholarship Committee.
- 6. I'm having trouble uploading documents, what can I do?**
 - Please contact Stephannie Barboza, sbarboza@dhe.mass.edu for assistance.
- 7. I'm in my student portal, what does "Application Status: In Progress" mean?**
 - This means your application has been started, but we are still missing information (from you, parent, and/or nominator) and/or required documents. Please check with your nominator and/or parent/guardian to make sure they have completed their information and uploaded necessary documentation.
- 8. I've completed my application and submitted required documents. What does "Application Status: Complete Pending Review" mean?**
 - This means all applications materials have been submitted and will now be reviewed by the Herter Scholarship Committee. If additional information and/or documents are needed, we will contact you.
- 9. What is the deadline to submit application materials?**
 - The 2023 Herter application deadline is April 28, 2023.

TECHNICAL SUPPORT

1. **I created my account, but when I try to log in for the first time, I get a message that my password has expired.**
 - a. When you created a username and password, the password was only temporary. You will need to create a new password. Click "OK" to change your password. Make sure to review the password minimum requirements.



Massachusetts Department of Higher Education
Office of Student Financial Assistance

MASSAid
Change Password

Your Password has expired. Please change it now.

OK

Massachusetts Department of Higher Education
Office of Student Financial Assistance

MASSAid
Change Password

Passwords are case sensitive, and must be at least 6 characters or greater and less than 25 characters and must be a combination of letters and numbers, and cannot be the same as the User Name.

Old Password (required)

New Password (required)

Re-enter New Password (required)

SAVE

2. **I'm trying to log back into my account, but I don't remember my username.**
 - a. Contact Robert Brun, rbrun@dhe.mass.edu, to have your account reset.
3. **What if I don't remember my password?**
 - a. If you had already created your account, click "forgot my password" to have a temporary password sent to your email on file.
4. **What if I get locked out of my account?**
 - a. Please contact Robert Brun, rbrun@dhe.mass.edu, to have your account reset.
5. **What browser(s) should I use?**
 - a. This platform functions best in Microsoft Edge or Chrome. We also recommend you use a desktop or laptop computer (as opposed to a mobile device) to complete the application and upload documentation.
 - b. Make sure to only have one instance of the portal open and reduce the number of tabs open on your browser.
6. **I'm still having technical difficulties, who can I contact?**
 - a. Please reach out to Stephannie Barboza, sbarboza@dhe.mass.edu or Robert Brun, rbrun@dhe.mass.edu for assistance.
7. **What is the link to access the Herter portal?**
 - a. Once you've created your account, you can use the following link to log back in at any time:
<https://massaid.quarantorsolutions.com/ApplicationSignOn/SignOn.aspx>