

MILTON
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SCHOOL

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Continuing Education Scholarship (CES) Guidebook *2010-11 Year*

(Revised March 2010)



This comprehensive booklet contains the rules and procedures governing the Continuing Education Scholarship. **You are responsible to *READ IT every year* so that you understand the parameters governing the CES and what is required of you to maintain your CES eligibility!**

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www.mhs-pa.org/ces

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Transition Services Office

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CES PHILOSOPHY & OVERVIEW

The Continuing Education Scholarship (CES) has been established to provide scholarship assistance to eligible Milton Hershey School® graduates pursuing full-time study towards an accredited, classroom-based (**on-line degrees NOT supported**) undergraduate program of at least nine months in length that leads to a diploma, certificate or degree from a U.S. institution. The CES is essentially a **partnership** between Milton Hershey School and our graduates to help fund higher education pursuits for recent graduates who continue to demonstrate the desire and ability to succeed in their full-time post-secondary school studies.

Like all initiatives at the School, the CES program is built upon the guiding principles established by Mr. & Mrs. Hershey in the Deed of Trust (1909). Section 21 of the Deed of Trust states,

“All children shall leave the institution and cease to be the recipients of its benefits upon their completion of the full course of secondary education being offered at the School. The Managers may in their discretion provide for such a system of **premiums** and **rewards** dependent upon **good behavior, character, and proficiency**....”

The CES program is an example of one of the systems of premiums and rewards that Mr. & Mrs. Hershey describe. Our hope is that all of our young graduates earn the ability to participate in, and to continue to receive, CES funding for their full-time undergraduate higher education pursuits! Please review the entire CES section of the website for detailed information regarding the program and feel free to contact the members of the Transition Services staff listed below:

Ken Brown
Financial Aid Coordinator
717-520-2036
brownk@mhs-pa.org

Sherry Youtz
Financial Aid Assistant
717-520-3305
youtzs@mhs-pa.org

Submitting fraudulent information, improperly accepting CES funds you are not eligible to receive, failing to direct your school to submit refunds due to overpayments or other circumstances directly to Milton Hershey School, or in any other way not meeting the CES requirements stipulated in the *Deed of Trust* of good behavior, character, and proficiency is grounds for permanent termination from the CES program and possible pursuit of legal action against the student to recoup any CES funds owed to the School.

APPROVED GRADUATION PLAN

Milton Hershey School students have the ability to earn CES funding in each of their 9th, 10th, 11th and 12th grade years. Each year students must: earn at least a 75% (2.50 GPA), have less than 75 demerit points, and have no Level 4 discipline incidents. During the senior year, all students wishing to utilize CES funding for post-secondary education must also have a **GRADUATION PLAN** approved by their College & Career Counselor. The Graduation Plan is based on research and experience and is designed to ensure, to the best of our ability, that students have the financial and developmental support necessary to succeed at a degree program and post-secondary school that fits their abilities and aspirations.

The Graduation Plan consists of the following six essential components:

- **Family/Milton Hershey School Support** – the post-secondary school must be within five driving hours of a parent, sponsor, relative, or MHS support (alumni mentor);
- **Post-Secondary School Support Services** – services such as learning center, study skills assistance, tutoring, orientation programming, writing center, applied learning center, and other support services must be available to assist students in succeeding at the school;
- **Post-Secondary School Visit** – the student must visit the school;
- **Course of Study** – the course of study/major required for the student’s career/educational goal must be offered by the post-secondary school; on-line degrees are not supported;
- **Financial Feasibility** – the post-secondary school’s financial aid package, combined with the student’s CES funding, permits the student to attend, & GRADUATE from, the school **while using no more than one student loan** – the Federal Subsidized Stafford Loan. The current Federal Subsidized Stafford Loan limits will be as follows: \$3,500 first year, \$4,500 second year, \$5,500 third year, \$5,500 fourth year. The total amount of all student loans borrowed over their entire college career cannot exceed \$19,000;
- **High School Performance Matrix** – Meet the required guidelines regarding academic readiness for specific types of post-secondary schools set forth in the college fit “High School Performance Matrix”.

In cases where unique circumstances exist, additional documentation may need to be attached to the Graduation Plan in order for it to be approved by the College & Career Counselors.

CRITERIA FOR ONGOING CES ELIGIBILITY

The CES is a **partnership** between Milton Hershey School and our graduates to help fund higher education pursuits for those who continue to demonstrate the desire and ability to succeed in their full-time post-secondary school studies. For the 2010-11 school year, the CES program plans to **invest 5.5 MILLION dollars** in the higher education of our graduates. In this partnership, both the students and the school have responsibilities. **The students' ongoing responsibilities include:**

- Enrollment as a **full-time** student in an accredited U.S. undergraduate in-classroom program;
- **Live on-campus** or **commute from home** during the first & second years of post-secondary school;
- Maintain a **minimum 2.00 cumulative GPA**;
- Successful completion of **12 new credits per term** for your *first and second years*

OR

Successful completion of **15 new credits per term** for your *third year of school and beyond*;

- **All** credits taken must go towards your degree;
- **Timely completion** of FAFSA and other financial aid forms (no later than **March 15th** or your college/state's deadline – whichever comes first)**
- Submission of all **CES forms and documents** by **July 15th** (you must allow, and plan for, at least 2 weeks of CES payment processing time by Transition Services);
- Satisfactory conduct following MHS graduation (integrity, positive spirit, mutual respect);
- Contact your College & Career Counselor via email, phone call, or visit at least once during the first nine weeks of each term to discuss your progress and to report any updates;
- **Completion of degree/certificate** within **five (5) years** of activating CES funding;
- Five (5) years to activate CES funds.

Failure to meet one or more of your obligations as a partner in the CES program could result in **probation, suspension, or termination** from the program and all of its benefits. Eligible students may receive CES funding until: (1) they earn an undergraduate degree, (2) their CES funds are depleted, or (3) their five year activation period is over -- **whichever comes first!**

****IMPORTANT REMINDER:**

The CES program will **NOT** compensate for any federal, state, or college grants or scholarships lost due to missed deadlines, incomplete verification, low GPAs, and other situations that are the responsibility of the student and his/her family. Students will need to pay for grants and scholarships lost for these reasons with their own earnings, savings, or via student/private loans.

“Stopping Out” for a Term:

Occasionally students may need to temporarily “stop out” for a term, or interrupt their progress towards a degree, for personal reasons, such as health conditions, family situations, or financial hardship. This is one of the reasons why CES benefits may extend as long as 5 years, rather than just 4 years.

Procedures:

1. Any request for stopping out for a term must be sent in writing to the Financial Aid Coordinator;
2. Schedule a meeting with your college officials so you withdraw according to your school's procedures and do not lose any academic or financial aid standing;
3. Notify the Financial Aid Coordinator two months in advance of your intent to return to school;
4. If you have any remote intention to return to college, file your FAFSA no later than March 1st;
5. Military Personnel called to active duty will **NOT** lose ANY eligibility time for scholarship benefits as long as we are properly notified in advance of your departure.

ELIGIBLE STANDARD COLLEGE COSTS

The CES program supplements a student's post-secondary costs by helping to pay for **STANDARD** full-time tuition, fees, room and board costs not covered by other forms of gift aid (grants and scholarships) at accredited U.S. schools! The key words in the above sentence are “**supplements**” and “**standard.**” The CES program compliments your best efforts to qualify for as much federal, state, and college gift aid as possible through your hard work, financial need, academic efforts, athletic talents, and timely submission of admissions and financial aid forms.

STANDARD cost categories are defined as follows:

- **Tuition** – [12 – 18 undergraduate credits leading towards a degree at a U.S. school]
- **Fees** – [student activities fee, health center fee, residence hall association fee, etc]
- **Room** – [2-person (double) “dorm” room]***
- **Board** – [15 – 19 meal plan]
- **Health Insurance (Basic College Plan)** – if a student is not eligible for health insurance under a parent/guardian or government-sponsored plan, Milton Hershey School will pay the cost of the college's **basic** health insurance plan if the student has enough CES funds to do so. Proof of non-eligibility for insurance required!

****Students choosing single rooms, suites, apartment style housing, etc are required to pay the cost difference for such housing types. Third & fourth year students living off-campus will be provided with rent and utility funds equal to that of the 2-person on-campus dorm room rate, plus your school's standard allowance for meals.*



The CES program does not pay for expenses including, but not limited to: books, supplies, housing deposits, transportation, security deposits, advanced rent payments, admissions deposits, computer software, membership fees (includes fraternities/sororities), parking fees/fines, housing damage fees, late fees, field trips, phone/internet charges, conferences, etc.

The CES program will help to finance up to **ONE undergraduate degree** and **ONE minor!** Students pursuing multiple degrees or minors must finance those efforts without CES assistance. The only exception would be students with an Associate's degree pursuing a directly related Bachelors degree may be eligible for CES assistance if enough credits transfer towards the Bachelors degree.

CES FORMS & PUBLICATIONS

*CES forms are available on the **CES Forms & Publications** page of the CES section of the MHS website:*

<http://www.mhs-pa.org/ces/ces-forms-publications/>

At least three documents (listed below) are needed EACH YEAR in order to calculate a student's CES eligibility. The **deadline** for receipt of all documents is **August 1st or TWO weeks prior to your bill being due - whichever is earlier**:

- Release Form – mailed to students in April and is the form our office utilizes to calculate your CES eligibility each year. Students complete the top half (Section 1) and forward to their school's Financial Aid Office for completion of the cost and aid figures contained in the bottom half (Section 2). UNDER NO CIRCUMSTANCES SHOULD STUDENTS COMPLETE SECTION 2. In order for your school to be able to fill in their section, you will have to complete the financial aid application process (FAFSA and other forms) in a timely manner;
- Student Data Sheet – mailed to students in April and serves three purposes: (1) update demographic information (2) update academic information and (3) update privacy release needed to enable our office to talk to others about your CES;
- OFFICIAL Academic Transcript – students are responsible for having their school submit an official transcript to our office at the end of each academic year (usually May). Due to past incidents of forgery, unofficial transcripts and printouts from on-line grading systems will **NOT** be accepted! Schools usually charge a processing fee of \$3 - \$10 for an official transcript.

For third year students or higher living off-campus, a signed copy of the **lease** is needed in order to document your off-campus address, confirm that you have your own apartment, & to enable our office to keep statistics on the cost of living off-campus versus on-campus. Some other commons forms available on-line or through our office are:

- ACH Credit Form – used to sign up to have your CES funds “wired” directly to your bank account;
- Bonus Funds Request Form – used to request CES Bonus Funds to help pay for books, supplies, etc;
- On-Campus Housing Status Form – required of all first or second year students unable to live on-campus to due room shortages at their school;
- Summer Release Form – required of all students seeking CES funding in the summer;
- Transfer Application – required of all transfer students to approve the transfer process.

Other forms, letters or grade reports may also be needed on a case-by-case basis!

Submit All Documents To:

Transition Services
Milton Hershey School
PO Box 830
Hershey, PA 17033
Fax (717) 520-2033

ACADEMIC PROGRESS

Ongoing CES support is dependent upon students continuing to demonstrate they are deserving of Milton Hershey School's continued investment in their education. Students need to demonstrate through their actions that they are serious about their educational pursuits and are successfully proceeding towards graduation. Students are required to meet the **REQUIRED MINIMUM ACADEMIC STANDARDS** to receive ongoing CES support:

- Maintain a **minimum 2.00 cumulative GPA**;
- Successful completion of **12 new credits per term** for in each of your *first and second years*

OR

Successful completion of **15 new credits per term** in your *third year of school and beyond*

All credits taken must go towards your degree! Students falling just short in one academic standard will be placed on **Academic Probation**. Academic Probation means a student will continue to receive CES funds for the probationary term only, but must achieve the minimum GPA and credits passed requirements in order to not have CES funds suspended. Students achieving the minimum requirements will be removed from probation at the end of the term. Students not achieving the minimum requirements will have their CES funds temporarily suspended until they achieve these requirements on their own.

Students falling significantly short in one academic standard, or short in both academic standards, will be placed on **Academic Suspension**. Academic Suspension means students temporarily lose CES funding until they meet the required minimum academic standards on their own or with the help of standard financial aid resources (grants, scholarships, loans, work-study).

Students placed on Academic Probation or Academic Suspension will be notified in writing (mail or email) by Transition Services. This written notification will outline the procedures necessary to be removed from probation or suspension. However, in all cases, **an OFFICIAL transcript that includes the grades for the probationary or suspension term(s) will be required!**

LIVING OFF-CAMPUS

Living on-campus is the single, best predictor of success in a student's early college years! National statistics indicate, year after year, that students who live on-campus are more involved in school activities, more likely to take advantage of campus academic resources, build a greater number of significant relationships with faculty, students and staff, and feel an overall sense of belonging not as prevalent in those students living off-campus.

For these crucial reasons, Transition Service strongly encourages students to attend post-secondary schools that offer on-campus housing for all students! The CES program will NOT pay any tuition, fees, room and board costs for students living off-campus during their first or second year of school. First and second year students who **APPLY FOR HOUSING ON-TIME**, but are not able to find on-campus housing due to limited space, may complete an On-Campus Housing Status Form to appeal for CES assistance. **Students attending colleges without on-campus housing are required to commute from home for the first and second year.**

Below are some important guidelines to consider before deciding whether to move off-campus:

- CES funding towards “off-campus room and board” expenses (called Living Allowance) will NOT exceed the STANDARD costs for living on-campus at your school. **Standard costs** are defined as **2-person (double) “dorm” room and 15 – 19 meal plan**;
- Most academic years are 9 months long (September – May), and hence, most living allowance payments are based on 9 months. Students should try to secure a 9-month lease because the **CES program will not support housing costs for months in which our graduates are not full-time students** (i.e. summer);
- You **must submit a signed copy of your lease** before CES funds will be released;
- Living allowance funds will be mailed **no earlier than 2 – 3 weeks before the start of classes**;
- The living allowance is intended to help support your rent, utility, and meal costs;
- Students receiving living allowance funds **must have their own checking account** in order to deposit CES funds and make rent & utility payments. MHS may request copies of canceled rent checks or utility bill information as documentation that CES funds are being properly utilized;
- **Direct Deposit of living allowance funds IS AVAILABLE** – contact the CES Office for details;
- If you choose to live off-campus, you incur the risk of increased utility costs and other factors that come along with being an off-campus renter. **You are responsible** for paying for such increases and for other unknown cost factors that go along with off-campus life – not Milton Hershey School;
- For students at semester schools, 50% of the living allowance will be sent to the student at the start of each semester & the other 50% will be sent at the mid-point of the term. Due to the shorter length of the terms, students at quarter/trimester schools will have 100% of their living allowance sent at the start of each term;
- **Students have the sole responsibility to open up a checking account, budget their living allowance resources**, and to pay landlords and utility companies on-time. No advances will be made to students who mismanage or lose their living allowance funds - or for any other circumstances;
- For students at schools not offering on-campus housing, standard on-campus figures from the nearest post-secondary schools will be used to calculate the living allowance;
- No CES living allowance payments will be made to students living with family members or who are subletting a room from “a friend” or MHS staff member. In these circumstances, students are considered to be living “at home” (commuter) & will only be eligible for the standard commuter board (meal) allowance;
- To safeguard the authenticity of the lease, living allowance checks will be mailed to the street address on the signed lease only;
- The CES program does NOT pay for off-campus housing deposits, security deposits, or advance rent payments.

TRANSFERRING TO ANOTHER SCHOOL or CHANGING MAJORS

Even though our College & Career Counselors do much advanced planning with students in regards to their Graduation Plan and finding the “right fit” in a post-secondary school, occasionally students wish to transfer schools or change majors. The CES program will support graduates who have sound reasons for transferring or changing majors, **as long as the majority of the college credits the CES program previously funded at the prior school(s), or in the prior major, also transfer!** See the table below for required minimum transfer credits:

Number of Semesters Paid using CES Funds	Minimum Number of Transfer Credits Needed
1	12
2	24
3	36
4	48
5	63
6	78

The original criteria for CES approval also apply to any transfer request (see Approved Graduation Plan):

- **Family/Milton Hershey School Support**
- **Post-Secondary School Support Services**
- **Post-Secondary School Visit**
- **Course of Study**
- **Financial Feasibility**
- **High School Performance Matrix**

Approval for a transfer/major change must come from the College & Career Counselor and Financial Aid Coordinator; however, all initial requests should be made through the College & Career Counselor.

General Procedures for Transferring:

- Mid-year transfers for **1st year students are prohibited**. Two possible exceptions are if the student (1) transfers to a community college and commutes from home or (2) transfers to Eastern University (where MHS has a special mid-year transfer agreement with this Alliance School);
- Mid-year transfers for upperclass students are strongly discouraged due to the challenges involved with the timing of transferring credits, financial aid, and the payment of bills. Special approval for a mid-year transfer is needed from the College & Career Counselor and Financial Aid Coordinator;
- Apply to the new school **at least TWO** months in advance of desired enrollment term;
- Add the new school to your FAFSA –contact the Financial Aid Office for their Federal School Code;
- Complete a CES Transfer Application form at least TWO months in advance of desired enrollment term at the new school. The CES Transfer Application must be returned to Transition Services along with the following forms (by December 1st for Spring transfers & July 1st for Fall transfers):
 1. Acceptance Letter
 2. Financial Aid Award Letter
 3. Transfer Credit Evaluation
- Submit all other required CES forms (Release Form, Student Data Sheet, Official Academic Transcripts, etc.) as usual.

Your transfer or change of major **MUST BE APPROVED** in writing before any CES funds will be disbursed on your behalf. **Students not transferring the minimum number of required credits will not have their transfer request approved and will have to pay for their schooling on their own until achieving the minimum credit requirement OR stay at their current school.**

SUMMER COURSES

The CES program will assist with summer studies, on a funds available basis, under the following conditions:

- You must be making **successful academic progress** (minimum 2.00 GPA and annual credits passed towards graduation requirement) – see below for details;
- You must submit an OFFICIAL academic transcript detailing all recent grades;
- You must apply for summer financial aid through your school;
- You must submit a Summer Release Form;

The summer term is the only term of study where students do NOT have to be full-time in order to potentially qualify for CES funds towards tuition and fees. However, **students wishing to have CES funds help pay for room and board MUST BE enrolled in at least 9 new credits that go towards your degree requirements.**

IMPORTANT NOTES:

- **Students may not use CES funds to “catch up” on credits lost during the standard academic year** due to failing grades, withdrawing, or course incompletions. The only way for students on Academic Probation or Suspension to “catch up” during the summer is to pay for courses on their own (or with the help of standard financial aid assistance);
- The CES program will support room and board costs **only for the weeks of the summer that the student is actually enrolled for 9 credits or more.** For example, if a student is enrolled for 9 credits over an 8 week span in the summer, room and board support will only be provided for those 8 weeks of actual enrollment!;
- **Students receiving CES disbursements for room and board (or living allowance) based on their enrollment in 9 credits or more, must pass at least 9 credits in the summer or their entire summer room and board (or living allowance) payment will be deducted from their next term of CES eligibility;**
- Poor performance during the summer term could very well affect a student’s eligibility for CES funds for the upcoming academic year (i.e. – academic probation or suspension);
- Before summer courses taken at another (host) school will be approved for CES support, a **Preapproval of Transfer Credits** from the “home” school MUST BE SUBMITTED indicating that the “home” school will accept towards graduation ALL credits taken at the “host” school;
- There is no meal plan allowance for commuters over the summer;
- Students are responsible for book, supply, transportation and other costs during summer, just like they are during any other term of study.

STUDY ABROAD

Study Abroad experiences can prove to be a wonderful enhancement to a student's academic program, global perspective, and cultural appreciation. However, travel issues, safety concerns, language barriers, cultural challenges, unknown environments, academic adjustments, and other components of international study make the experience potentially more stressful and challenging also. With these factors in mind, Milton Hershey School will support study abroad experiences under the following conditions:

- Only one term of study abroad will be supported;
- Study abroad experience must occur during the third, fourth or fifth year;
- Minimum cumulative GPA needed to study abroad is a 2.50;
- Student is not on Academic or Social Probation/Suspension;
- Transportation (including airfare) costs are **not** supported;
- Study abroad program must be affiliated with your school so that your **financial aid eligibility remains intact;**
- The costs of the study abroad experience must be similar to your school's standard tuition, fees, room and board costs;
- All credits attempted must apply towards your degree/graduation requirement;
- Study abroad experience must be a full term length experience (for example, Spring break experiences attached to a full term academic course are not supported);
- Only full-time (12 credits or more) experiences will be supported.

*For students whose graduation requirement for their major (for example, International Affairs) includes a study abroad experience, limited exceptions to the one term only and no transportation cost payment policies **may** be made **if** students have enough CES funding to warrant such exceptions and meet all other conditions.*

Going abroad requires a considerable amount of advanced planning and preparation. Be sure to work with your school's academic, financial aid, and student accounts offices concerning everything from credit approval, passports, financial aid forms, payment deadlines, and more. Please be sure to submit ALL REQUIRED CES PAPERWORK to Transition Services at least **TWO MONTHS in advance** of any study abroad experience.

Students studying abroad are held responsible to the same level of accountability as others for the timely completion of financial aid, academic, and CES forms. The CES program will NOT make up for gift aid lost due to missed deadlines or other noncompliance issues.

GRADUATION

The **goal** of Milton Hershey School’s CES program is not to help students simply attend post-secondary schools, but to help **students GRADUATE with an undergraduate degree from post-secondary schools** that are the right fit for their talents, interests, experiences and resources.

Graduation is the culmination of our combined efforts to accomplish Mr. & Mrs. Hershey’s goal to “nurture and educate children in social and financial need to lead fulfilling and productive lives.” As our society advances and continues to produce ever growing specialized and complex work environments, post-secondary education has become more crucial than ever before. We celebrate the accomplishments of all of our graduates who have advanced their education beyond the high school years!

Please send our office the following information in the weeks following your graduation so that we may document your successes and use your story to help future Milton Hershey School graduates:

- ✓ Copy of your Diploma or Certificate
- ✓ Copy of your Final Transcript
- ✓ Brief Statement of Your Future Educational and/or Work Plans

Finally, **please remember all the generous gifts that have been bestowed upon you in your young lives and strive to share your blessings with others.** The Bible teaches The Golden Rule: “*Do Unto Others As You Would Have Done Unto You*” and “*You Received Without Payment; Give Without Payment.*” Embody these noble goals by teaching others, serving others, and supporting those in need. Become active members of your communities, civic and charitable organizations, church councils, school boards, voter registration teams, etc. and give to others in any way possible. ***Through your actions make the world a little better place to live each day!***

TERMINATION OF CES FUNDING

The CES program is built upon the guiding principles established by Mr. & Mrs. Hershey in the Deed of Trust (1909). Section 21 of the Deed of Trust states,

“All children shall leave the institution and cease to be the recipients of its benefits upon their completion of the full course of secondary education being offered at the School. The Managers may in their discretion provide for such a system of **premiums** and **rewards** dependent upon **good behavior, character, and proficiency....**”

The CES program is an example of a system of premiums and rewards that Mr. & Mrs. Hershey describe. The CES program is an investment in the lives of our graduates, and for the 2009-10 school year, the CES program **projects to invest 5.5 MILLION dollars**. Students no longer proving worthy of this investment benefit may be terminated from the CES program if their behavior does not live up to the standards set forth by Mr. & Mrs. Hershey.

Students not acting in accordance with the sacred values of **integrity** and **mutual respect** that compose the core fiber of Milton Hershey School may be permanently terminated from the CES program. Examples of behavior that may lead to termination include, but are not limited to:

- Fraudulent or forged academic transcripts or Release Forms;
- Criminal behavior;
- Disrespectful behavior towards Milton Hershey School or its employees;
- Failure to disclose pertinent information regarding financial aid resources;
- **Failure to disclose/direct your school to submit refunds due to overpayments or other circumstances directly to the Milton Hershey School;**
- **Acceptance, in any way, of CES funds when you are not in compliance with published requirements** (i.e. full-time enrollment or other basic requirements).

In summary, submitting fraudulent information, improperly accepting CES funds you are not eligible to receive, failing to direct your school to submit refunds due to overpayments or other circumstances directly to Milton Hershey School, or in any other way not meeting the CES requirements stipulated in the *Deed of Trust of good behavior, character and proficiency* is grounds for permanent termination from the CES program and possible pursuit of legal action against the student to recoup any CES funds owed to the School.

Terminations will be a joint decision involving two or more of the following: Financial Aid Coordinator, Director of Transition Services, or the CES Advisory Committee. All termination decisions will be sent in writing to the student.

MyCES

Milton Hershey School's **MyCES website** is designed to give you **24 hour access** to *personalized information concerning your actual CES status*. We encourage you to use this site to:

- Check the status of your CES application documents
- View your annual CES award amounts & disbursements
- Print off proof of scholarship funding for your post-secondary school
- Download standard CES forms
- Review any customized messages regarding your CES status

To access **MyCES**, go to the MyCES page of Milton Hershey School's website: www.mhs-pa.org/ces. You will be prompted to enter your Student ID (your Social Security Number) and your PIN. In the past, *MHS used the student's FAFSA PIN as their MyCES PIN*. However, in January 2010 the MyCES software security provisions were changed so that the student will select his/her own PIN and set up a few account activation security questions.

The Transition Services Office is finding that **MyCES** has greatly enhanced our service to our graduates by helping you access some of the basic, yet frequently asked questions, 24 hours a day, 7 days a week. For example, some of the most common CES questions involve forms -- "Did you receive my Release Form yet?" Now, graduates can log into MyCES and see that a form has not been received and download the form immediately from the same site and begin completing it. A printout of your CES awards and/or disbursements from this site may also be very useful as written confirmation for your post-secondary school or rental agency that you do have CES funding for the academic year.

Milton Hershey School is excited about this enhancement to our CES service and hopes that you fully utilize this resource to complement the other personalized services the Transition Services Office provides our young graduates!

CONTINUING EDUCATION SCHOLARSHIP (CES) 2010-11 RELEASE FORM

Complete Section 1 and forward to your school's Financial Aid Office for completion of Section 2

Section 1: To be completed by the STUDENT

Student Name (Please PRINT) _____ Social Security Number _____ MHS Grad Class _____

Information Release Statement: I authorize the Financial Aid, Student Accounts, Registrar's and/or other offices at _____ to release information to Milton Hershey School regarding my scholarship eligibility, financial aid, grades, and/or student account status.
 (Name of Your College/School)

Student email: _____ Student Phone #: _____

Student Signature: _____ Date: _____

Section 2: To be completed by the college FINANCIAL AID OFFICE

Financial Aid Office – Please COMPLETE THIS FORM ONLY AFTER YOUR 2010-11 COSTS ARE FINALIZED and the STUDENT HAS COMPLETED VERIFICATION (if applicable). Do NOT include books, personal, transportation costs, etc. If the student is off-campus, still list the “standard” room (double residence hall rate for a first-year student) and board costs as if the student were on-campus. Thank you very much for this data!

ALL DATA APPLIES TO THE 2010-11 ACADEMIC YEAR ONLY (Do NOT include Summer)

(1) Housing Status: ___ On-Campus ___ Off-Campus in Apt. ___ At Home/Relative (Commuter)

(2) CES Student Budget: How many term(s) of anticipated full-time enrollment are included in budget below? _____

Tuition	\$ _____
Fees	\$ _____
Room – Standard Double Dorm Room Rate	\$ _____
Board – Standard Meal Plan Rate (15 – 19 meals)	\$ _____
Total	\$ _____

BUDGET QUESTIONS
***Payment due date(s) for each term in budget?**
 Fall/1st Quarter/Tri _____
 Winter/2nd Quarter/Tri _____
 Spring/3rd Quarter/Tri _____
***Is the student full-time?**
 Yes ___ No ___

Academic Year Beginning & Ending Dates ___/___/___ --- ___/___/___

(3) Federal Expected Family Contribution (EFC) \$ _____
 Date FAFSA Submitted _____

(4) Total Gift Aid Awarded (ALL federal, state, college & private grants or scholarships) \$ _____
 Gift aid lost (for example -late FAFSA, verification incomplete, Drug C Code, low GPA) \$ _____
 Reason Lost (if applicable): _____

(5) Self-help Aid: FWS \$ _____ Perkins Loan \$ _____ Stafford/Direct Loan \$ _____

(6) Maximum CES amount student may receive without jeopardizing current gift aid [Our intention, when possible, is to replace loans with CES funding and to fund the balance between total budget (above) & current gift aid.] \$ _____
 Cause of gift aid reduction would be: College Policy ___ Gift Aid exceeds COE ___ Other _____

Please forward completed form to: (Contact our office at 717-520-3305 or 717-520-2036 with any questions)
 Milton Hershey School, Transition Services Office, PO Box 830, Hershey, PA 17033 Fax (717) 520-2033

Name of FAO: _____ Title: _____

Address: _____ Email _____

Signature: _____ Date: _____ Phone#: _____ Fax #: _____

MHS Continuing Education Scholarship (CES) 2010-11 Student Data Sheet

Instructions: Complete and mail/fax this form to Transition Services Office by **August 1, 2010** or **two weeks before your bill is due** – whichever is earlier! On-time submission of this form is required to receive any CES funding!

Student Information:

Name (print) _____ Social Security # _____

Your Home Address _____

City _____ State _____ Zip Code _____

Your Address at School _____

City _____ State _____ Zip Code _____

Your address at school is a Campus Residence Off-Campus Apt. Commuter

Your Phone Numbers:

Home _____ School _____ Cell _____

Email Address _____ MHS Graduation Class _____

Educational Plan Information:

Name of College/School _____

Major/Field of Study _____

Type of Degree/Certification (Bachelors, etc) _____

Number of Total Credits Required to Complete Your Degree _____

Anticipated Graduation Date (month/year) _____

Privacy Information:

I give permission for the Transition Services staff to communicate with the following individuals (family, adult mentors) regarding my CES circumstances. Our office will be unable to speak with any family/adult mentors regarding your CES circumstances unless they are listed below (this restriction does NOT apply to student services staff at your school). You are not required to list anyone below, but doing so may prove to be useful.

Name _____ Relationship _____

Name _____ Relationship _____

By signing this form, I acknowledge that **submitting fraudulent information, improperly accepting CES funds I am not eligible to receive, failing to direct my school to submit refunds due to overpayments or other circumstances directly to Milton Hershey School, or in any other way not meeting the CES requirements stipulated in the Deed of Trust of good behavior, character and proficiency** is grounds for permanent termination from the CES program and possible pursuit of legal action against me to recoup any CES funds owed to the School.

Student Signature _____ Date _____

Please forward completed form to:

Transition Services Office, Milton Hershey School, PO Box 830, Hershey, PA 17033 [Fax (717) 520-2033]
Appendix B

**MILTON HERSHEY SCHOOL CONTINUING EDUCATION SCHOLARSHIP (CES)
SUMMER 2010 RELEASE FORM**

Complete Section 1 and forward to your school's Financial Aid Office for completion of Section 2

SECTION 1: To be completed by the STUDENT

Student Name (Please PRINT) _____ Social Security Number _____ MHS Grad Class _____

____ **Number of Credits To Be Taken During Summer Study**
 (In order for MHS to help fund your **living expenses for summer**, you must **EARN AT LEAST 9 CREDITS**.
If you do not earn 9 credits, your entire summer living allowance payment will be deducted from next fall.)

Your Address **During Summer 10:** _____

Your Phone Number **During Summer 10:** _____ Your Email Address: _____

Information Release Statement: I authorize the Financial Aid, Student Accounts, Registrar's and/or other offices at _____ (Name of Your College/School) to release information to Milton Hershey School regarding my scholarship eligibility, financial aid, grades and/or student account status.

Student Signature: _____ Date: _____

Section 2: To be completed by the college FINANCIAL AID OFFICE

Financial Aid Office – Only list the cost elements requested below – do NOT include books, personal, transportation cost, etc. If the student is off-campus, please still list your “standard” double residence hall room rate and board cost. Thank you very much for assisting in our scholarship process!

ALL DATA APPLIES TO THE SUMMER 2010 TERM(S) ONLY

(1) Housing Status: ___ On-Campus ___ Off-Campus in Apt. ___ At Home/Relative (Commuter)

(2) CES Student Budget: **How many summer credits** are included in budget below? _____
How many credits does your school **consider full-time** for summer? _____

Tuition	\$ _____
Fees	\$ _____
Room – Standard Double Dorm Room Rate	\$ _____
Board – Standard Meal Plan Rate (15 – 19 meals)	\$ _____
Total	\$ _____

Payment Due Date for Summer Term? _____

This Student's Summer Session Beginning & Ending Dates ___/___/___ ---- ___/___/___

(3) Is financial aid available for summer students? Yes No
 Did the student apply for summer financial aid? Yes No

(4) Gift Aid (Any/All grants, scholarships, benefits - Do NOT include our CES Award) \$ _____

(5) Self-help Aid: FWS \$ _____ Perkins Loan \$ _____ Stafford/Direct Loan \$ _____

(6) Maximum CES amount student may receive without jeopardizing current gift aid? \$ _____

Cause of gift aid reduction would be: College Policy ___ Gift Aid exceeds COE ___ Other _____

Please forward completed form to: (Contact our office at **717-520-3305** or **717-520-2036** with any questions)
 Milton Hershey School, Transition Services Office, PO Box 830, Hershey, PA 17033 Fax (717) 520-2033

Name of FAO: _____ Title: _____

Address: _____ Email _____

Signature: _____ Date: _____ Phone: _____ Fax #: _____

Milton Hershey School



Milton Hershey School Pledge

I will keep myself physically strong, mentally awake, and morally straight. I will keep my standards high and help others to do likewise. In my relations with others, I will live by the Golden Rule and will speak the truth at all times. I pledge myself to honor and to do all I can for the good of my School, my country, and my God.

Remember → The **MyCES website** gives you **24 hour access** to *personalized information concerning your actual CES status, forms, and dollar amounts*. Please take advantage of this site!

Go to the **MyCES page** of Milton Hershey School's website: www.mhs-pa.org/ces

{See Page 15 for More Details}