

# COLLEGE PERSISTENCE CHECKLIST

## BEFORE COLLEGE:

- APPLY FOR FINANCIAL AID**
  - Create an FSA ID
  - Fill out the FAFSA
  - Fill out the TAP application
  - Save a copy of the FAFSA Student Aid Report for records
- APPLY FOR COLLEGE**  
*Best practice: all college applications should be done by Halloween*
- APPLY TO SUPPORT PROGRAMS**
  - Apply to the Dorm Project (*if interested and eligible*)
  - Make sure "YES" is checked on college applications answer to any questions about interest in ASAP/ACE or Opportunity Programs (HEOP/EOP/SEEK/CD).
  - Fill out supplemental applications for HEOP/EOP/SEEK/CD
  - Check your email regularly for outreach from opportunity programs and respond quickly
- APPLY FOR SCHOLARSHIPS**
  - If applying to private schools, fill out College Board CSS*
  - Research scholarships as needed and apply (see [Appendix G11](#))
- ACCEPT AN ADMISSIONS OFFER**
  - Contact the school admissions department to see if they are willing to waive the commitment deposit  
Most colleges require offers to be accepted by May 1st.  
*If you need more time, call the admissions department*
- GET ORGANIZED**
  - Make a folder for college paperwork (*keep somewhere safe*)
  - Get a copy of a foster care letter on agency letterhead
  - Write down your login and password for any college student account in the folder  
*Share passwords with agency educational specialist or case planner to avoid getting locked out of your student account!*
  - Plan to check your email regularly (*3-4x per week*)
- VERIFY INDEPENDENT STUDENT STATUS FOR FINANCIAL AID**
- REGISTER FOR CLASSES**
- ATTEND ANY SUMMER BRIDGE PROGRAMS OR ORIENTATIONS OFFERED BY THE COLLEGE**
- IF DORMING AWAY:**
  - Pay any housing deposits up front
  - Arrange for room and board pass-through  
[Click here](#) for PDF with more information (*pages 18-26*)
  - Arrange for a dorming away stipend  
Contact [ocbsp@acs.nyc.gov](mailto:ocbsp@acs.nyc.gov) for more information
  - Make sure dorm supplies are purchased before the student moves into the dorm
- APPLY FOR NEW YORKERS FOR CHILDREN BACK TO SCHOOL PACKAGE PROGRAM** (*if currently in care/aged out*)  
It is vital every student going to college has a laptop of their own
- ARRANGE FOR DISABILITY ACCOMMODATIONS (IF NEEDED)**  
Contact campus office for students with disabilities

## EVERY SEMESTER:

- PURCHASE BOOKS AND ONLINE ACCESS FOR ALL CLASSES BY THE END OF THE FIRST WEEK OF THE SEMESTER!**  
*Agencies should make emergency funds available for any students who do not have books either due to a funding gap or a delay*
  - CHECK IN WITH:** Coaches, tutors, counselors, and any other supportive adults regularly, especially during freshman year
- ### AT THE HALFWAY MARK OF THE SEMESTER:
- CHECK IF IT'S NECESSARY TO WITHDRAW FROM ANY CLASSES**
  - REGISTER FOR CLASSES FOR NEXT SEMESTER**  
Registration for the next semester opens around the middle of the semester.  
Students should register for the following semester as soon as possible; definitely before they start studying for finals.
  - CHECK STUDENT ACCOUNT & FINANCIAL DOCUMENTS**
    - Check student account for holds and past-due balances
    - Submit any missing financial aid documents
    - Apply for emergency funding if needed

### AFTER EACH SEMESTER:

- REVIEW GRADES FROM THE SEMESTER**  
Celebrate the positives, and make a plan to improve anything that needs improvement
- SUBMIT ANY NEEDED APPEALS**
  - Grade appeals (*if received "WU" or "F" or was graded unfairly*)
  - Financial aid appeals (*if student lost financial aid*)
  - Dismissal appeals (*if academically dismissed*)

### IF ELIGIBLE FOR ETV:

- Send Transcript to ETV

### IF DORMING AWAY:

- Submit documents to continue dorming away stipend
- If student is turning 21, email [phyllis.brodsky@acs.nyc.gov](mailto:phyllis.brodsky@acs.nyc.gov) to transition to Exceptional Payment status
- Reapply for room and board pass-through

### IF REAPPLY FOR NYFC BACK TO SCHOOL PACKAGE

- Even students who already have a laptop will receive an Amazon gift card every semester if they reapply.

### IF STUDENT IS INTERESTED IN TRANSFERRING:

- Submit transfer applications (see [Appendix G18](#))

### IF STUDENT IS NEARING COMPLETION OF A 2-YEAR DEGREE AND WANTS TO TRANSFER TO A 4-YEAR COLLEGE AFTER:

- Submit transfer application (see [Appendix G18](#))

### RE-CHECK STUDENT ACCOUNT & FINANCIAL DOCUMENTS

- Check student account for holds and past-due balances
- Submit any missing financial aid documents
- Apply for emergency funding if needed

## EVERY YEAR:

- FILL OUT ETV APPLICATION**
- REAPPLY FOR FAFSA & TAP**
- APPLY FOR REPRESENT MAGAZINE AWARDS FOR YOUTH IN CARE COMPETITION**
- APPLY FOR NICK'S SCHOLARS**