

College Guidance Office Policies and Procedures

1. Completed applications should be submitted electronically to colleges; then, in Scoir, students must move the college to their “Applied” list. This will generate an automatic email notifying Mrs. Crawford to submit the supporting documents to the college. This must be completed in advance of the colleges’ deadlines. Please see Mrs. Crawford for assistance.
2. Darlington teaches students to be thoughtful in their application process and only apply to institutions that would be a good fit for them for higher education. A balanced list of colleges representing reach, reasonable, and likely admission will result in success and be less expensive! Therefore, Darlington will **process** up to **eight (8)** applications **without a service charge**. A **\$100 fee** will be charged for each additional application **over eight (8) and up to 15**. We will not send transcripts and letters of recommendation to more than **15** colleges.
3. Students/families must **pay their own college application fees**. Darlington does **NOT** pay any application fees to colleges.
4. It is the **student’s responsibility** to have **official score reports of SAT and/or ACT scores sent to the colleges** directly. (This includes TOEFL/IELTS/Duo Lingo scores as well for non-native speakers of English.) The Darlington transcript does **not** include test scores.
5. It is the **student’s responsibility** to notify the College Guidance Office if s/he wishes additional information, such as new grades and/or an updated transcript, sent to a particular college as the year goes along.
6. **College trips** should also be planned well in advance. **Students** must complete and submit a **College Leave Form** before the trip (available in the Student Life Office). **Parents** are encouraged to participate in this process and the trips whenever possible.
7. **Scholarships:** The best sources of scholarship information for students and parents are the colleges to which the student applies. Parents and students should **investigate thoroughly** what scholarships are available at each institution to which the student applies, follow the college’s **scholarship application procedures**, and meet the college’s **scholarship deadlines**.
8. Georgia residents will have their HOPE/Zell Miller transcript information sent by the Director of the Upper School to the state’s scholarship office. **Parents are responsible for completing the Free Application for Federal Student Aid (FAFSA) or the Georgia Futures application** and submitting it to the Georgia university where their child has been admitted to complete the eligibility process. For more information, visit gafutures.org. The scholarship programs recalculate the student’s GPA based on their own criteria, not the Darlington GPA.

9. **Athletic Scholarships and NCAA Eligibility:** In addition to working with the college coaches, Darlington's coaches, and the college guidance office, students seeking athletic scholarships must also receive NCAA Eligibility through the **NCAA Eligibility Center**. To register, prospective student-athletes should access the registration materials on the NCAA website at www.NCAA.org.

10. **College Conferences:** Parents who wish to discuss their children's college plans and options should **contact the student's individual college advisor directly** to set up an appointment for a college conference. Parents who wish to meet with **Ms. Brewer** should contact her at 706-802-4391 or ibrewer@darlingtonschool.org to set up a college conference.