

# SCARLETT FAMILY FOUNDATION

## 2018-19 College Scholarship

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#### **When is the application period?**

The application opens on September 15, 2017 and the deadline to apply is **11:59pm, December 15, 2017 – no exceptions.**

#### **Who is eligible to apply?**

Scholarships are open to high school seniors and college freshmen, sophomores, and juniors who will graduate or have graduated from high school in one of the following middle Tennessee counties:

|            |          |           |            |            |            |
|------------|----------|-----------|------------|------------|------------|
| Bedford    | Dekalb   | Humphreys | Maury      | Robertson  | Warren     |
| Cannon     | Dickson  | Jackson   | Montgomery | Rutherford | Wayne      |
| Cheatham   | Fentress | Lawrence  | Moore      | Smith      | White      |
| Clay       | Franklin | Lewis     | Overton    | Stewart    | Williamson |
| Coffee     | Giles    | Lincoln   | Perry      | Sumner     | Wilson     |
| Cumberland | Hickman  | Macon     | Pickett    | Trousdale  |            |
| Davidson   | Houston  | Marshall  | Putnam     | Van Buren  |            |

Also eligible are individuals who have obtained a GED in the previously named counties prior to June 1, 2018.

#### **Applicants must demonstrate financial need to be considered for a scholarship award.**

A minimum GPA is not required, though the Foundation prefers applicants with a 2.5 GPA or higher. Students must be planning to enroll full-time in the fall of 2017 and complete a four-year degree.

#### **What are the selection criteria?**

An independent selection committee of the Foundation will evaluate the applications and select the winners. Decisions of the committee are final and cannot be appealed.

The committee will consider:

- Financial need
- Academic achievements and records
- Essay content
- Community involvement and extracurricular activities

### What are the details of the award?

Each year, Foundation will award scholarships in varying amounts based on merit and financial need, and is directly tied to the cost of the college/university the student attends. The minimum scholarship will be \$2,500 per academic year; the maximum award is \$15,000 per academic year. Scholarships are renewable awards for up to four years or until the recipient completes an undergraduate degree, whichever comes first.

The renewal of the scholarship will depend on an annual review of the following:

- Positive academic performance as evidenced by the student's transcript
- Recipient's full-time status
- Continued demonstration of financial need
- Cost of the college/university where the student is enrolled

The scholarship will be applied to tuition, fees, books, supplies, and equipment required for course load at accredited, nonprofit four-year colleges/universities in the United States. A student may transfer from one institution to another and retain the award; however, the award amount is subject to change based on the cost of the institution to which the student is transferring.

### Why are for-profit institutions excluded?

The Foundation may only award scholarships to only non-profit institutions. The Scarlett Family Foundation is a private foundation and as stated in our IRS approved charter, we are required to operate exclusively for the charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986. Academic scholarships can only be awarded to educational organizations to which contributions are deductible as described in Code Section 170(c)(1) or (2).

### Which school should I list on the application if I have not made a final decision?

You should list your first choice on the application.

### How do I change my college choice?

You can update your final school choice on the 'My Profile' page at <https://aim.applyists.net>. If you are chosen to receive an award, it will be **your responsibility** to make sure your college is updated at least 30 days prior to the check issue date so your check will not be delayed. This will not update forms that have already passed the deadline but all awards are issued based on the 'My Profile' page.

### How do I know if my application is complete?

- Allow five to seven business days after uploading documents for your online status to update.
- You may monitor your status of each required form and attachment on your **home page** at [aim.applyists.net](https://aim.applyists.net).
  - **Not Started** - the form has not been requested or started
  - **Started** - the form has not been submitted
  - **Submitted** - the form has been submitted
  - **Not received** - the attachment has not been received
  - **Processing** - the attachment has been received and is being processed and verified
  - **Accepted** - the attachment has been verified and accepted by ISTS
  - **Requested** - the form request has been created, but the form has not been started
  - **Complete** - all required forms and attachments (if applicable) have been received and your application will be considered for the scholarship
- It is the **responsibility of the applicant** to monitor the progress of all application requirements to make sure the application is complete. **The status 'Complete' will display on the 'Home' page when all forms have been submitted and all documents have been verified.**

### I uploaded a document that no longer displays on my application. Do I need to submit it again?

Previously uploaded documents that are no longer displayed with a status on the 'Home' page have been rejected. The most common reasons for a rejected document are as follows:

- The document uploaded is not an accepted file types (.pdf .tif .png .gif .jpeg .jpg .bmp .xps are acceptable).
- The .zip file uploaded did not contain acceptable file formats.
- The document uploaded was not the document requested.
- Not all pages of the document were contained in the file.
- We cannot open the file. The file may be corrupted or password protected.

Refer to the upload section of your application for the details of the required documents and upload a new file that meets the criteria stated.

### Where and when should I send my supporting documents?

The required supporting documents must be uploaded to your online application by the application deadline. **If you do not follow the upload instructions exactly your application may not be considered.** Documents that meet the criteria

required for the scholarship application, and uploaded by the deadline, will be processed and considered on time. Documents are processed within 5-7 business days from receipt. If you are unable to upload them, contact ISTS immediately at [info@applyists.com](mailto:info@applyists.com). Applications must be complete by **December 15, 2017 - no exceptions**.

### How and when will I receive notification?

- As conveyed in the Foundation 'Communication Policy' that applicants reviewed and agreed to at the time of application, notifications are sent to recipients, and applicants not selected to receive an award, **via email** by the end of March 2017. For award recipients, an 'acceptance' link will be displayed on the 'Home' page following the notification.
- Only applicants who have a 'complete' application will receive notification. If any of the required documents are not submitted, an application is considered incomplete, and the applicant will not receive notification.
- Add [donotreply@applyists.com](mailto:donotreply@applyists.com) and [contactus@applyists.com](mailto:contactus@applyists.com) to your email address book or "safe senders list" so these important emails are not sent to your junk mail folder. **Do not 'opt out' of any email sent from these addresses** as you might miss vital information regarding your scholarship applications.

Note: Your email address will only be used to communicate with you about your scholarship applications or other opportunities administered by ISTS for which you may be eligible to apply. We will not share your email address to any third parties.

### What are my responsibilities if I am chosen as a recipient?

- Enroll as an undergraduate in the fall of the year in which the scholarship is awarded.
- Continue in school the entire academic year without interruption unless approved by the Foundation.
- Deliver your scholarship check(s) to the proper office at your institution.
- Complete the annual renewal process by the stated deadlines.
- Adhere to the Foundation 'Communication Policy' you reviewed and accepted at the time of application.

### What are grounds for a scholarship recipient to lose the award?

The following actions will result in loss of award – no exceptions. Awards will not be renewed for any students who:

- Changes to a non-business, or non-STEM approved major.
- Transfer to a 2-year college, or any for-profit institution.
- Are not enrolled full-time.
- Are placed on academic probation or non-academic probation.
- Failure to complete renewal process by the stated deadline.

The scholarship committee reserves the right to review exceptions on a case-by-case basis as follows:

- Any student on academic probation will lose the award for the next 2 semesters. Once the student is removed from academic probation, he/she must provide a written request to the Foundation to have the award reinstated. This does not guarantee the award will be reinstated, and the committee decision is final and without further appeal.
- Any student who "takes a semester off" or is removed from school and placed on non-academic probation, without prior communication to the Foundation, will lose the scholarship and will not be eligible for reinstatement. In all cases, prior written notification to the Foundation stating the reason for not attending a spring or fall semester is required. The scholarship committee will review the request and decide if the student is eligible for award reinstatement. The decision of the committee is final and without further appeal.

### How and when are checks issued?

- Checks will be mailed to each recipient's mailing address. It is the **recipient's responsibility** to notify ISTS if your mailing address changes.
- Checks will be made payable to the institution only.
- Checks will be issued in August for the Fall Term and December for the Spring Term.
- It is the **recipient's responsibility** to notify ISTS should the check not arrive within 30 days of the issue date.

### Are scholarships taxable?

Tax laws vary by country. In the United States, scholarship funds used exclusively for the payment of tuition or textbooks are normally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against your scholarship award. We recommend consulting your tax advisor for more guidance. You may also consult IRS Publication 970 for further information <http://www.irs.gov/pub/irs-pdf/p970.pdf>.

### Program Administration

To assure complete impartiality in selection of recipients and to maintain a high level of professionalism, the program is administered by International Scholarship and Tuition Services, Inc., a firm that specializes in managing sponsored scholarship programs.

### Questions

For additional information regarding the scholarship program email ISTS at contact [contactus@applyists.com](mailto:contactus@applyists.com).