

2012 Undergraduate Transfer Scholarship Program

Nominee Guidelines

The Foundation will award approximately 60 scholarships to outstanding students to begin studies in fall 2012. Each award will cover a portion of educational expenses, including tuition, living expenses, and other required fees, and books for the final two to three years of the baccalaureate degree. Every scholarship varies, depending on the cost of attendance and other scholarships or grants received.

The maximum award available per student is \$30,000 per year. Scholars may use the award to attend any accredited college or university in the US in pursuit of a baccalaureate degree. The Foundation renews awards annually, provided the Jack Kent Cooke Scholar has maintained high academic performance, exhibited good conduct, made significant progress toward a degree, and complied with the Foundation's administrative requirements and requests.

NEW THIS YEAR

- 1) **Parent Financial Forms** – only required for applicants younger than 30 years old as of the application deadline
- 2) **New Deadline** – December 6, 2011, is the deadline for both applications and nominations.

► MINIMUM ELIGIBILITY

To be eligible to compete in the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship Program, a candidate must at a minimum

- Be nominated by his or her two-year institution,
- Be a current student at an accredited US community college or two-year institution with sophomore status by December 31, 2011, or be a recent graduate (since spring 2007),
- Have a cumulative college grade point average of 3.50 or better on a 4.0 scale (or the equivalent),
- Plan to transfer to a four-year college or university to begin studies in fall 2012, and
- Have not previously been nominated for the Jack Kent Cooke Undergraduate Transfer Scholarship.

Most two-year institutions will apply additional eligibility requirements. See your faculty representative for details.

Competitive candidates **exceed** the Foundation and campus eligibility requirements.

The Jack Kent Cooke Foundation does not discriminate on the basis of race, religion, creed, color, sex, age, physical or mental disabilities, sexual orientation, or national origin. Foundation staff, board members, and their families are not eligible to apply.

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► GENERAL INFORMATION

Selected Scholars agree to comply with Foundation requirements and requests for the duration of the scholarship. Some key requirements and terms are:

1. Scholars must pursue a full-time course of study in a baccalaureate degree program at an approved accredited institution, beginning with the fall 2012 term.
2. Scholars must apply for federal and institutional financial assistance each year of study. The Foundation determines individual scholarship awards after reviewing each recipient's other assistance offers.
3. Scholars must attend the Jack Kent Cooke Foundation Scholars Weekend, tentatively scheduled for July 26-29, 2012. The Foundation will provide travel expenses, lodging, and meals.

Up to 60 **scholarships** in 2012.

Scholars receive **up to \$30,000 each year**.

Scholars may attend **any accredited college or university**.

► SELECTION CRITERIA

With the assistance of a panel of national experts, the Foundation will select Scholars using these criteria:

- Academic achievement and critical-thinking ability
- Unmet financial need*
- Will to succeed
- Breadth of interests and activities

* Unmet financial need has two components: (i) education costs that exceed to an appreciable degree other grant awards and (ii) insufficient student and family income to meet educational costs. Students receiving full funding for their four-year degree will not be competitive for this scholarship. One possible indicator of financial need is that the applicant received need-based aid while in college. A portion of family income is considered for applicants under the age of 30 as of the application deadline. Students age 30 years old and older are not required to submit parent financial information.

To ensure a fair and objective review process, the Foundation does not comment on the review panel's deliberations. The Foundation also does not comment on or reconsider applications after making award decisions. All applications and supporting documents become the property of the Jack Kent Cooke Foundation and, as such, will not be returned. By submitting an application, the applicant accepts the conditions stated in this document, the *2012 Nominee Guidelines – Undergraduate Transfer Scholarship Program*.

► NOMINATION PROCEDURES

Accredited US community colleges appoint a faculty representative to lead the nomination process. Please visit the Foundation's website (www.jkcf.org) for a complete list of faculty representatives and your institution's campus deadline.

Appointed faculty representatives

- Publicize the scholarship program and identify candidates,
- Determine and apply the institutional nomination criteria,
- Lead the internal selection process to nominate their designated number of applicants*, and
- Submit their online nominations **December 6, 2011** (Closes at 11:59 p.m. Central Time).

*Number of Nominees: The number of nominees for each institution is determined by the number of students enrolled **in degree granting programs**. Institutions with up to 2,000 enrolled students will receive up to 2 nominations, institutions with enrollment of 2,001-10,000 students will receive up to 3 nominations, and institutions with more than 10,000 enrolled students will receive up to 4 nominations.

Applicants are **nominated** by their two-year institutions.

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▶ APPLICATION INSTRUCTIONS

The online application must be submitted along with all supporting documentation uploaded, no later than **December 6, 2011** (by 11:59 p.m. Central Time). Community colleges usually establish earlier campus deadlines so check with your faculty representative about your campus' deadline.

Before submitting an online application and supporting documents, applicants should ensure that they meet all Foundation and campus eligibility and submittal requirements. Applicants should follow directions carefully and complete all appropriate application sections.

Parents of applicants under the age of 30 by the application deadline must complete the appropriate Parent Financial Information forms according to the directions online. Students age 30 years old and older are not required to submit parent financial information.

Faculty representatives review applications and nominate between two and four candidates* from their campus.

Please note:

- Applications not in compliance with any details specified in this document or the application may be disqualified. (Failure to upload supporting documentation will make an application incomplete.)
- Supporting documents must be uploaded in one of the formats specified within the application. The Foundation will not consider faxed, mailed, or emailed documents. If required documents cannot be obtained, the applicant must upload a letter of explanation in its place.
- Recreated or altered forms will not be considered. Parents of students under the age of 30 must complete the Parent Financial Information Forms online.
- The application must be written in **English**, and all supporting documents must be in English or translated into English. Translations must bear an original (not photocopied) mark of certification or official signature that the translation is true and complete.
- The Foundation does not accept additions to an application after the deadline.

▶ SUBMITTING YOUR APPLICATION

The nominee(s) and faculty representative should coordinate their efforts to ensure that the complete online application – including the required letters of recommendation - and the school's nomination are submitted by **December 6, 2011** (Closes at 11:59 p.m. Central Time).

Most community colleges establish earlier internal campus deadlines for their receipt of applications. Students should check with their faculty representative for their campus deadline.

Supporting documents must be uploaded into the online application.

▶ CONTACT INFORMATION

For further information about the scholarship, please contact any of the following:

email: jkc@applyists.com

website: www.jkcf.org

phone: 1-800-310-4053

▶ APPLICATION COMPONENTS CHECKLIST

Each complete nomination will include the following:

Electronic Application

1. Application

- ✓ Completed by applicant including:
 - Identification of recommenders
 - Applicant financial information
 - Supporting financial documentation
 - Official transcripts, original (front and back) must be uploaded

2. Two letters of Recommendation

- ✓ Completed online by recommenders

3. Parent Financial Forms

- ✓ Completed online by parents/guardians of applicants under the age of 30 years old

4. Institution Nomination

- ✓ Completed online by faculty representative including:
 - Institution Nomination Rationale
 - Community College Profile

Supporting Documentation – All of the materials listed below must be uploaded into the online application

Foreign language supporting documents **must be** officially translated into **English**. Translations must bear an original (not photocopied) mark of certification or official signature that the translation is true and complete.

1. Official College Transcript(s) for ALL undergraduate coursework

- ✓ one original (**front and back**) uploaded for each institution attended

2. High School Transcript(s), GED Scores, or Letter from Home-schooled Instructor

- ✓ one original (**front and back**) uploaded for each institution attended

3. Applicant Tax Forms – including applicable W-2 forms, schedules, and attachments

4. Parent Tax Forms (applicants under the age of 30 years old) – including applicable W-2 forms, schedules, and attachments

Follow-up information on some applications may require the submission of the Student Aid Report (SAR) from the 2012-13 FAFSA. We recommend that all applicants complete the FAFSA when it becomes available in January 2012.

* Applicants and/or parents **living abroad** and not filing US taxes in 2010 must complete the financial forms as thoroughly as possible and attach a statement (in English or a certified translation into English) from the employer(s) listing all income and benefits for 2010.