

# 2009 Undergraduate Transfer Scholarship Program

## Nominee Guidelines

The Foundation will award approximately 50 scholarships to outstanding students to begin studies in fall 2009. 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 or abroad 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.

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#### THIS YEAR

1) **Application Deadline** is January 20, 2009 (Closes at 3:00 p.m. Eastern Time)

2) **Nomination Deadline** is January 26, 2009 (Closes at 3:00 p.m. Eastern Time)

### ▶ 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, 2008, or be a recent graduate (since spring 2004),
- 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 2009, and
- Have not previously been nominated for the Jack Kent Cooke Undergraduate Transfer Scholarship.

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

Most two-year institutions will apply additional eligibility requirements. Your faculty representative can provide details.

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 2009 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, July 30-August 2, 2009. The Foundation will provide travel expenses, lodging, and meals.

Up to 50 **scholarships** in 2009.

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

Each application is individually reviewed using the Foundation's **selection criteria**.

\* 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 **all** applicants. Parents must be willing to complete the financial information forms regardless of age or independence status of the applicant.

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 *2009 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](http://www.jkcf.org)) for a complete list of faculty representatives.

Appointed faculty representatives

- Publicize the scholarship program and identify candidates,
- Determine and apply the institutional nomination criteria,
- Lead the internal selection process to nominate up to two (2) applicants, and
- Submit their online nominations **by January 26, 2009 (Closes at 3:00 p.m. Eastern Time)**.

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

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## ► APPLICATION INSTRUCTIONS

By **October 1**, the Foundation will make available on its website the online application and the Parent Financial Information Forms. The online application must be submitted along with supporting documentation attached in PDF format, no later than **January 20, 2009**. Community colleges usually establish earlier internal campus deadlines.

**Before** submitting an online application and supporting documents to the faculty representative, 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.

### Please note:

- Applications not in compliance with any details specified in this document or the application form may be disqualified. (Failure to attach supporting documentation will make an application incomplete.)
- Supporting documents must be attached in PDF format within the application. The Foundation will not consider faxed or emailed documents. If required documents cannot be obtained, the applicant must attach a letter of explanation in its place.
- Recreated or altered forms will not be considered. Applicants must use the Parent Financial Information Forms found on the Foundation's website or photocopies of the forms.
- 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 subsequent to its submission.

Applicants will need to **download the Parent Financial Information Forms** from the Foundation's website. Once completed, applicants will attach these forms in their application in order to submit.

Supporting documentation must be **attached** in the online application.

**Faculty representatives** review applications and **nominate** one or two candidates.

## ► APPLICATION DEADLINE

To be eligible, applications with supporting documents attached, must be **submitted** online by **January 20, 2009 (Closes at 3:00 p.m. Eastern 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.

**Application Deadline: January 20, 2009 (Closes at 3:00 p.m. Eastern Time)**.

Colleges set **earlier campus deadlines**.

## ► SUBMITTING YOUR APPLICATION

The nominee(s) and faculty representative should coordinate their efforts to ensure that the complete online application is submitted by **January 20 (Closes at 3:00 p.m. Eastern Time)** and the school's nomination is **submitted** no later than **January 26, 2009 (Closes at 3:00 p.m. Eastern Time)**. Any supporting documents submitted after the application deadline, must be mailed directly to the Foundation's processing center at the following address:

### Mailing Address

Jack Kent Cooke Foundation  
Undergraduate Transfer Scholarship Program  
PO Box 4030  
Iowa City, IA 52243

### Shipping Address (overnight couriers, such as FedEx)

Jack Kent Cooke Foundation  
Undergraduate Transfer Scholarship Program  
301 ACT Drive  
Iowa City, IA 52245  
If a telephone number is required, use 800-498-6478.

Supporting documents or letters of explanation must be attached in PDF format only, within the application.

## ► APPLICATION COMPONENTS CHECKLIST

Each complete nomination will include the following:

### Electronic Application

#### 1. Application

- ✓ Completed by applicant including:
  - Applicant Financial Information
  - Identification of Recommenders
  - Supporting documentation attached in PDF format only.
  - Official transcripts, one original, plus 3 copies (this cannot be sent as a PDF attachment)

#### 2. Two letters of Recommendation

- ✓ Completed online by recommenders

#### 3. Institution Nomination

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

### Supporting Documentation

The official transcripts, plus 3 copies, must be mailed to the Iowa City, IA address listed above. As students submit only original transcripts, please make the required copies. Carefully review *Use of Confidential Materials* on Page 1. **Foreign language** supporting documents **must be** in English or officially translated into English.

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

- ✓ one original for each institution attended **AND**
- ✓ three legible copies

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

- ✓ one official transcript (or scores or letter if appropriate) **AND**
- ✓ three legible copies

Candidates must attach in PDF format only, in their application, the following supporting financial documentation.

#### 3. Applicant Tax Forms

- ✓ two legible copies (no originals of tax forms required)

#### 4. Parent Financial Information Forms – Parent Information Forms are **required** regardless of age or independence status of the applicant.

- ✓ one original signed by the applicant and both of his or her parents **AND**
- ✓ one legible copy

#### 5. Parent Tax Forms

- ✓ two legible copies (no originals of tax forms required)

\* Applicants and/or parents **living abroad** and not filing US taxes in 2007, must complete the forms as best as possible and attach a statement (in English or a certified translation into English) from the employer(s) listing all income and benefits for the prior year.

## ► CONTACT INFORMATION

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

email: [jkc-u@act.org](mailto:jkc-u@act.org) website: [www.jkcf.org](http://www.jkcf.org)