

2008 Undergraduate Transfer Scholarship Program

Nominee Guidelines

The Foundation will award approximately 50 scholarships to outstanding students to begin studies in fall 2008. 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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NEW THIS YEAR!

- 1) **Online application and nomination.**
- 2) **Deadline** is February 1, 2008.

▶ 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, 2007, or be a recent graduate (since spring 2003),
- 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 2008, and
- Not have previously been nominated for the Jack Kent Cooke Undergraduate Transfer Scholarship.

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

Most two-year colleges 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 2008 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 31-August 3, 2008. The Foundation will provide travel expenses, lodging, and meals.

Up to 50 **scholarships** in 2008.

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 ability and achievement
- Unmet financial need*
- Will to succeed
- Leadership and public service
- Critical-thinking ability
- Appreciation for or participation in the arts and humanities

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 *2008 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.jackkentcookefoundation.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 the online nomination and mail supporting documentation for each nominee directly to the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship Program **for receipt by February 1, 2008**.

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

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► APPLICATION INSTRUCTIONS

By **October 5**, the Foundation will make available on its website the online application and the Parent Financial Information Forms. The online application must be submitted and supporting documentation must be **received** by the Foundation no later than **February 1, 2008**. 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 supply supporting documentation will make an application incomplete.)
- Supporting documents must be mailed by the faculty representative. The Foundation will not consider faxed or emailed documents.
- 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 should complete an **online application** and **download the Parent Financial Information Forms** from the Foundation's website.

Supporting documentation must be **submitted** to faculty representatives **prior to the campus deadline**.

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

► APPLICATION DEADLINE

To be eligible, nominated applications must be **submitted** online and supporting documentation must be received on or before the deadline of **February 1, 2008**.

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

Receipt Deadline:
February 1, 2008.

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 and the supporting documents package is **received** no later than **February 1, 2008**. Faculty representatives must submit supporting documents 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.

Send complete supporting documents in **one** packet. Materials must reach the Iowa City address **on or before February 1, 2008**.

► APPLICATION COMPONENTS CHECKLIST

Each complete nomination will include the following:

Electronic Application

- 1. Application**
 - ✓ Completed by applicant including:
 - Applicant Financial Information
 - Identification of Recommenders
- 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

Candidates must submit to the faculty representative the following supporting documentation. **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
- 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 2006, 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:

toll-free phone: 1-800-498-6478 email: jkc-u@act.org website: www.jackkentcookefoundation.org