

SCHOLARSHIP PROGRAM: FREQUENTLY ASKED QUESTIONS (FAQ)

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Who is eligible to apply?

Applicants must meet all of the following criteria to be eligible for this scholarship:

- be a high school senior or currently enlisted college student attending an accredited college for the 2017-18 academic year
- be a son, daughter or legal dependent of a full-time, qualifying ascena associate who has attained at least one full year of service

No exceptions will be made.

Note: If your parent/guardian is an eligible employee at the time you are notified that you have been selected to receive an award you will retain the award for the full academic term.

When is the application period?

Monday, December 5, 2016 - Tuesday, February 14, 2017

When is the recommendation deadline?

Recommendations must be completed by the deadline (February 14, 2017) to result in a complete application. We recommend you start on these at your earliest convenience.

Should I submit all of my information before I request a recommendation?

No. You should request a recommendation as early as possible. This will ensure there is sufficient time by the deadline.

What are the selection criteria?

An independent selection committee (ISTS) will evaluate the applications and select the recipients considering:

- Financial need
- Community involvement
- Academic achievements and records
- Recommendation
- **NOTE:** Only one sibling may be selected annually

Decisions of the selection committee are final and are not subject to appeal. Application feedback will not be given.

What are the details of the award?

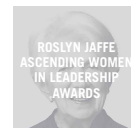
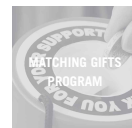
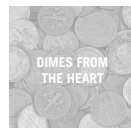
- Scholarship amounts vary depending on the type of post-secondary education the student is pursuing:
 - \$3000 - \$5000 per year for 4-year bachelor's degree programs
 - \$1500 - \$3000 per year for 2-year technical/vocational or associate's degree programs
- The scholarship is not renewable.
- Students that continue to meet the eligibility criteria must reapply each year.
- The scholarship will be applied to tuition, fees, books, supplies and equipment required for course load at accredited, nonprofit two or four-year college, university, vocational or technical school within the United States

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 stated in the award notification so your check can be issued accordingly. 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
- Only applications in complete status will be considered for the scholarship
- You may monitor your status of each required form and attachment on your home page at <https://aim.applyists.net>
 - Application & Recommendation
 - **Not Started:** The form has not been submitted
 - **Started:** The form has been submitted
 - Required Attachments
 - **Not received:** The attachment(s) has not been received
 - **Processing:** The attachment(s) has been received and is being processed and verified
 - **Accepted:** The attachment has been verified and accepted by ISTS
 - **Requested:** The application form request has been created, but the application has not been started
 - **Complete:** All required application forms and attachment(s) (if applicable) have been received and your application will be considered for the scholarship

Note: 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 one of the accepted file types. Acceptable file formats are: .pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp, .xps and .zip.
- 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.

What financial information is required and when?

You must provide the most recent federal tax return (1040) of the parent(s) who claimed you as a dependent. If your parent has not filed for the tax year, you may provide the previous year's 1040. If you are selected, you will be required to provide a current FAFSA during the acceptance period.

How and when will I receive notification?

- Recipients and applicants that are not selected will receive a note via email by the end of March.
- Recipients and applicants that are accepted will also receive a note via email and have an acceptance link displayed on the home page following the notification.
- Add donotreply@applyists.com and 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 donotreply@applyists.com or contactus@applyists.com. You may not receive vital information regarding your scholarship applications.

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

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

You must enroll as a full time undergraduate at a 2-year, 4-year, technical or vocational school in the fall of the year in which the scholarships are awarded. You must continue the entire academic year without interruption unless approved by scholarship sponsor, deliver your scholarship check to the proper office at your institution, and notify ISTS should your check not arrive within 30 days of the issue date.

How and when are checks issued?

Checks will be issued in June to each recipient's mailing address and made payable to the institution listed on the profile page.

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>).

Who administers this program?

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. (ISTS), a firm that specializes in managing sponsored scholarship programs.

Who do I contact if I have other questions?

For additional information regarding the scholarship program, contact ISTS Customer Care at **855.670.ISTS (4787)**, Monday – Friday, 8am–5pm (CST) or via email at contactus@applyists.com