ETS Employees' Community Action Fund
New Jersey Scholarship Program

Application period is January 15 – April 22, 2016

About the ETS Employees' Community Action Fund

The ETS Employees' Community Action Fund (ECAF) was created in 2008 to bring ETS staff together to make a significant investment in their communities.

Each year, an advisory committee made up of ETS employees identifies a new ECAF project that gives staff the opportunity to put their time and talent toward a significant goal. The ECAF project is funded by the generous donations received from ETS employees during the annual employee-giving campaign, ETS Cares.

In 2016, donations received from ETS employees will fund this one-time offering of the ETS ECAF Scholarship.

The Program

The ETS ECAF Scholarship was established to assist graduating seniors in the New Jersey public education system in their goal of achieving a higher education degree. ECAF will offer awards up to $10,000 each to selected students who are pursuing a vocational/technical, or a 2- or 4-year degree from accredited schools/colleges/universities in the United States. The number of scholarships will be determined by the availability of funds.

One scholarship will be available for the child of an ETS employee who works in New Jersey and meets the program's other eligibility requirements.

Scholarships

All applicants for the ETS ECAF Scholarship will be evaluated based on their educational experience; community involvement and activities; demonstrated leadership as indicated in the application materials; writing samples; academic transcripts; recommendations; and need, as determined using the Student Aid Report (SAR) from the Free Application for Federal Student Aid (FAFSA) and/or any hardship defined on the scholarship application.

The application materials will be reviewed by an independent selection review committee whose goal is to identify the most well rounded individuals to receive awards.

This scholarship program is administered by International Scholarship and Tuition Services, Inc (ISTS).

About ISTS

International Scholarship and Tuition Services is a firm that specializes in managing sponsored scholarship programs. This assures complete impartiality in the selection of recipients and a high level of professionalism.

Eligibility

Eligible students must be:
- A New Jersey public high school senior graduating in May/June 2016.
- Facing difficult circumstance or serious and verifiable hardships affecting their ability to attend college.
- In active pursuit of a degree in a non-profit postsecondary institution (2- or 4-year college/university, or vocational/technical school).
- Enrolled full-time in an accredited postsecondary educational institution in the fall of 2016.

Application

Interested students must complete the ECAF Scholarship application, which can be accessed online at **https://aim.applyists.net/ECAFNJ**. It must be submitted along with a current, complete official transcript of grades to ISTS by no later than April 22. The transcript can be uploaded to the application.

Applicants will receive immediate confirmation that the application was submitted on their home page.

Applicants are responsible for gathering and submitting all necessary information. Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible.
Incomplete applications will not be evaluated. Information provided by applicant is considered confidential and is reviewed only by the ISTS Selection Review Committee.

Selection of Recipients

An independent selection review committee assembled by ISTS will evaluate and select scholarship recipients. ETS staff is not part of the selection review committee. All applicants agree to accept the decisions of ISTS as final. Applicants will be notified in June. Not all applicants to the program will be selected as recipients.

Payment of Scholarships

ISTS will processes scholarship payments on behalf of ETS ECAF Scholarship. Payments will be made in two installments. The first payment will be issued in **August 2016**; the second in **January 2017** pending verification of spring enrollment. A check is mailed to each recipient's chosen institution, and will be made co-payable to the student and the institution.

Additional Information

Questions regarding the scholarship program should be addressed to:

ETS Employees' Community Action Fund Scholarship Program
International Scholarship and Tuition Services
Suite 800
1321 Murfreesboro Road
Nashville, TN 37217-2698
855.670.ISTS
contactus@applyists.com

General Questions about the On-Line Application

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.
  - o **Not Started** - the form has not been requested or started
  - o **Started** – the form has not been submitted
  - o **Submitted** - the form has been submitted
  - o **Not received** - the attachment has not been received
  - o **Processing** - the attachment has been received and is being processed and verified
  - o **Accepted** - the attachment has been verified and accepted by ISTS
  - o **Requested** - the form request has been created, but the form has not been started
  - o **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 one of the accepted file types. (.pdf, .tif, .png, .gif, .jpeg, .jpg .bmp, .xps and .zip are acceptable file formats.)
- 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.**

How and when will I receive notification?

- Notifications are sent to recipients and applicants not selected to receive an award **via email.** For recipients, an 'Acceptance' link will be 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 applications 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.