



## 2018-19 Scholarship Application Instruction Guide

Alpha Phi Foundation is proud to continue the high ideals of scholarship our Founders held close to their hearts through merit-based and need-based scholarships. Students who complete all requirements outlined in this guide and in the 2018-19 Scholarship Application will be considered for scholarships awarded for the 2018-19 academic year.

Each applicant submitting a scholarship application is required to read, understand, and adhere to the following 2018-19 Scholarship Application Instructions. *Failure to thoroughly follow all instructions may result in ineligibility.*

The 2018-19 application is available through Alpha Phi Foundation's Scholarship page linked [here](#).

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## Questions? Contact Us!

For any questions not addressed in the scholarship application or this guide, please contact Program Manager, Rachel Ray.

Email: [r-ray@alphaphi.org](mailto:r-ray@alphaphi.org)

Phone: 847.316.8951

Click [here](#) to read a list of our frequently asked questions.

For important updates and announcements about Alpha Phi Foundation scholarships and other Alpha Phi Foundation facts, announcements, and tips, follow us on Facebook, Twitter, and Instagram.

Facebook: [Facebook.com/AlphaPhiFoundation](https://www.facebook.com/AlphaPhiFoundation) • Twitter: [@APhiFoundation](https://twitter.com/APhiFoundation) • Instagram: [@alphaphifoundation](https://www.instagram.com/alphaphifoundation)

## 2018-19 Scholarship Application Schedule

| 2017     |   |   |
|----------|---|---|
| December | 1 | Scholarship application available.  |
| 2018     |   |   |
| January  | 3 | Live Scholarship Q&A Session on Alpha Phi Foundation's <a href="#">Facebook Page</a> hosted by Program Manager, Rachel Ray. Tune in at <b>6pm</b> to ask questions about the application and evaluation process and learn more about our Scholarship Program. |
| March    | 1 | Scholarship application and References' completed recommendation forms due by <b>11:59 p.m. Central Standard Time</b> via SmarterSelect.  |
| July     |   | All scholarship applicants will be notified of whether or not they have been awarded scholarships for the 2018-19 academic year.  |
| July     |   | Scholarship funding dispersed to universities/colleges.   |

## Applicant Eligibility

### Merit-Based Scholarships

- Initiated collegiate or alumna members of Alpha Phi in good standing with the Fraternity who comply with the Constitution and Bylaws, Policies and Procedures, and other governing documents of the Fraternity, who have met the Fraternity and Chapter financial obligations (including payments of International alumnae dues for alumnae members), and who will be enrolled in an undergraduate or graduate degree program by September 1, 2018 of the 2018-19 academic year.  
*(New Members may apply, but should be initiated by May 15, 2018 in order to be considered.)*
- Students who expect to have eligible academic expenses (see below) not funded by other scholarships or grants.
- Applicants with applications and References' recommendation forms submitted by the **March 1, 2018** application deadline.

### Need-Based Scholarships

- Initiated **collegiate** members of Alpha Phi in good standing with the Fraternity who comply with the Constitution and Bylaws, Policies and Procedures, and other governing documents of the Fraternity, who have met the Fraternity and Chapter financial obligations, and who will be enrolled in an **undergraduate** degree program by September 1, 2018 of the 2018-19 academic year.  
*(New Members may apply, but should be initiated by May 15, 2018 in order to be considered.)*
- Students who expect to have eligible academic expenses (see below) not funded by other scholarships or grants.
- Applicants who demonstrate financial need and submit all information requested in the "Need-Based Scholarships" section of the application.
- Applicants with applications and References' recommendation forms submitted by the **March 1, 2018** application deadline. *Need-based applicants with complete applications will be considered for both merit-based and need-based scholarships.*

*\* Members of the Foundation Board of Directors, Foundation staff and family members may not apply.*

## Additional Applicant Requirements

- Applicants can seek outside support with proofreading and application review. However, applicants are required to complete the scholarship application process on their own behalf.
- As a condition of the application, applicants agree Alpha Phi Foundation will not communicate with third parties, including parents, regarding application status.
- No attachments in addition to the required documents will be allowed, including resumes, additional recommendations, etc.

## Scholarship Uses

- Scholarship funds are to be used toward academic expenses, including **tuition, course-related fees, and books and supplies** required for course enrollment. *Alpha Phi membership dues and/or room and board are not eligible academic expenses.*
- Scholarship funds can be applied **during any term in the academic year for which they are awarded**. *Unused scholarship funding must be returned to Alpha Phi Foundation and cannot be held for future use.*
- Scholarship funds are to be used for **full-time or part-time enrollment**, a status defined in accordance with the full-time and part-time policies of the recipient's university/college.

## Evaluation and Selection

In addition to eligibility and scholarship usage parameters, application evaluation criteria may include, but are not limited to:

- Strength of **grade point average** (or equivalent)

| Points | Scale      |
|--------|------------|
| 20     | 4.0        |
| 19     | 3.9 – 3.99 |
| 18     | 3.8 – 3.89 |
| 17     | 3.7 – 3.79 |
| 16     | 3.6 – 3.69 |
| 15     | 3.5 – 3.59 |
| 14     | 3.4 – 3.49 |
| 13     | 3.3 – 3.39 |
| 12     | 3.2 – 3.29 |
| 11     | 3.1 – 3.19 |
| 10     | 3.0 – 3.09 |
| 9      | 2.9 – 2.99 |
| 8      | 2.8 – 2.89 |
| 7      | 2.7 – 2.79 |
| 6      | 2.6 – 2.69 |
| 5      | 2.5 – 2.59 |
| 4      | 2.4 – 2.49 |
| 3      | 2.3 – 2.39 |
| 2      | 2.2 – 2.29 |
| 1      | 2.1 – 2.19 |
| 0      | 0 – 2.09   |

- Demonstrated commitment to **Alpha Phi and non-Alpha Phi activities** through leadership, scholarship, and service.

| Points | Scale       | Description   |
|--------|-------------|---|
| 5      | Outstanding | The applicant has provided clear <b>and significant</b> evidence of a well-rounded variety of activities that reflect her commitment to leadership, scholarship, and service. She has detailed <b>and thorough</b> descriptions of her roles and accompanying responsibilities for each activity listed, and her descriptions reflect involvement over a consistent and steady period of time <b>with demonstrated excellence throughout.</b> |
| 4      | Good        | The applicant has provided clear evidence of a well-rounded variety of activities that reflect her commitment to leadership, scholarship, and service. She has detailed descriptions of her roles and accompanying responsibilities for each activity listed, and her descriptions reflect involvement over a consistent period of time.  |
| 3      | Acceptable  | The applicant has adequate evidence of a variety of activities that reflect her commitment to leadership, scholarship, and service. She has provided adequate descriptions of her roles and accompanying responsibilities for each activity listed, and her descriptions reflect involvement over a relatively consistent period of time.   |
| 2      | Poor        | The applicant is lacking evidence on a variety of activities that reflect her commitment to leadership, scholarship, and service. She has not provided detailed descriptions of her roles and accompanying responsibilities for each activity listed, and her descriptions reflect involvement over an inconsistent period of time.   |
| 1      | Very Poor   | The applicant has little to no evidence of a variety of activities that reflect her commitment to leadership, scholarship, and service. She has lackluster descriptions of her roles and accompanying responsibilities for each activity listed, and her descriptions do not reflect strong or consistent involvement.  |

- Demonstrated excellence in leadership, scholarship, and service through list of honors and awards achieved. *Please include all awards and honors received on application.*

| Points | Scale       | Description   |
|--------|-------------|---|
| 5      | Outstanding | The applicant has provided clear <b>and significant</b> evidence of a well-rounded variety of honors and awards that reflect her commitment to <b>and excellence in</b> leadership, scholarship, and service. |
| 4      | Good        | The applicant has provided clear evidence of a well-rounded variety of honors and awards that reflect her commitment to leadership, scholarship, and service.   |
| 3      | Acceptable  | The applicant has adequate evidence of a variety of honors and awards that reflect her commitment to leadership, scholarship, and service.  |
| 2      | Poor        | The applicant is lacking evidence on a variety of honors and awards that reflect her commitment to leadership, scholarship, and service.  |
| 1      | Very Poor   | The applicant has little to no evidence of honors and awards that reflect her commitment to leadership, scholarship, and service.   |

- Demonstrated effort in essay responses, fully-developed responses to prompts, and **strength of writing**.

| Points | Scale       | Description   |
|--------|-------------|---|
| 5      | Outstanding | The applicant has directly answered the prompt in a thoughtful and concise manner demonstrating <b>excellence</b> in writing. Her word count meets at least 400 words, but does not exceed 500. Her essay is well-written and well-organized with no grammar, spelling, and/or punctuation errors.    |
| 4      | Good        | The applicant has directly answered the prompt in a thoughtful and concise manner demonstrating skill in writing. Her word count meets at least 400 words, but does not exceed 500. Her essay is well-written and well-organized with a small number of grammar, spelling, and/or punctuation errors. |
| 3      | Acceptable  | The applicant has adequately answered the prompt with an effort to be concise and thoughtful. Her word count meets at least 400 words, but does not exceed 500. Her essay is adequately written and organized with a number of grammar, spelling, and/or punctuation errors.                          |
| 2      | Poor        | The applicant has not directly answered the prompt. Her word count meets at least 400 words, but does not exceed 500. Her essay is poorly-written and poorly-organized with a large number of grammar, spelling, and/or punctuation errors.   |
| 1      | Very Poor   | The applicant has not directly answered the prompt. Her word count does not meet the minimum requirement of at least 400 words. Her essay is poorly-written, lacks organization, and contains a large number of grammar, spelling, and/or punctuation errors.   |

- Recommendations from References who **highly regard** the applicant and can speak clearly to her strengths.

| Points | Scale       | Description   |
|--------|-------------|---|
| 5      | Outstanding | Clearly indicates positive <b>and enthusiastic</b> observations about the applicant and provides <b>strong</b> examples related to those observations.  |
| 4      | Good        | Provides positive observations about the applicant and provides examples related to those observations.   |
| 3      | Acceptable  | Provides positive observations about the applicant, but does not identify specific examples related to those observations.  |
| 2      | Poor        | Provides few positive observations about the applicant.   |
| 1      | Very Poor   | Provides no positive observations about the applicant.  |
| 0      | Ineligible  | Alpha Phi Alumna Reference is NOT affiliated with Alpha Phi or is affiliated with Alpha Phi as a current collegiate member.<br><b>OR</b><br>Non-Alpha Phi Reference IS affiliated with Alpha Phi.<br><b>OR</b><br>Reference is a relative/immediate family member of the applicant. |

- Overall presentation of the application.

| Points | Scale       | Description  |
|--------|-------------|--|
| 5      | Outstanding | The application has been put together with care <b>and attention to detail</b> . All sections are complete. There are no grammar, spelling, and/or punctuation errors. |
| 4      | Good        | The application has been put together with care. All sections are complete. There are minimal grammar, spelling, and/or punctuation errors.                            |
| 3      | Acceptable  | The application has been put together adequately. Most sections are complete. Grammar, spelling, and/or punctuation errors are present but not overwhelming.           |
| 2      | Poor        | The application has been put together without care. Some sections may be incomplete. There are multiple grammar, spelling, and/or punctuation errors.                  |
| 1      | Very Poor   | The application has been put together without care. Some sections may be incomplete. There is an overwhelming number of grammar, spelling, and/or punctuation errors.  |

- Overall impression of the application.

| Points | Scale       | Description                              |
|--------|-------------|--|
| 5      | Outstanding | The application is extremely compelling. |
| 4      | Good        | The application is compelling.           |
| 3      | Acceptable  | The application is average.              |
| 2      | Poor        | The application is not compelling.       |
| 1      | Very Poor   | The application is unsatisfactory.       |

- Demonstrated **financial need** (*for need-based applicants only*).
- Permanent address, class status, chapter membership, etc. for designated scholarships.

## Application Tips

### 1. Read Instructions

- Review this instruction guide and the information in the application carefully.

### 2. Plan Ahead

- Open the application in SmarterSelect and carefully review the requirements in advance.
- Gather all information you will need to complete the application.
- Allow plenty of time to gather the required information and make sure your References' recommendation forms and your application are submitted before the deadline, **March 1, 2018**.  
*Alpha Phi Foundation does not accept late applications or recommendation forms.*

### 3. Contact References Early

- You are responsible for ensuring your Alpha Phi Alumna and Non-Alpha Phi References submit complete recommendation forms by the application deadline, **March 1, 2018**. *Submitted applications without completed recommendation forms from References will not be considered.*
- Follow the instructions in the "References" section of this guide (pgs. 14-15) for submitting References' contact information and verifying recommendation form submission status.  
*You do not have to complete your application before sending recommendation requests.*

### 4. Consult with Alpha Phi Foundation

- If you have any questions about the application process, please don't hesitate to contact Rachel Ray, Program Manager at [rrey@alphaphi.org](mailto:rrey@alphaphi.org).

### 5. Test Technology

- Test the SmarterSelect application system. Make sure you're familiar with its functionality and how to use it.
- Need-based applicants must also have access to Adobe Reader or a similar program to submit a PDF of the Student Aid Report. You can download Adobe Reader for free at [get.adobe.com/reader](http://get.adobe.com/reader).  
*Alpha Phi Foundation **will not** accept late materials for any reason, including problems with technology.*

### 6. Proofread

- You are responsible for editing your application for accuracy prior to submission.
- Make sure your essays are well-written and free of errors; poorly written essays will negatively affect your application score and incorrect or incomplete answers may result in ineligibility.
- Submission of false or inaccurate information may be reported by Alpha Phi Foundation to Alpha Phi Fraternity with a potential impact on Alpha Phi membership.

### 7. Submit On Time

- Alpha Phi Foundation **will not** accept late materials for any reason. **There will be no exceptions to this requirement.**
- A complete application includes three components; all submitted by **11:59 p.m. Central Standard Time, Thursday, March 1, 2018**:
  1. Application form
  2. Recommendation form submitted by Alpha Phi Alumna Reference
  3. Recommendation form submitted by Non-Alpha Phi Reference

## Ideal Application Completion Timeline

| 2017     |   |   |
|----------|---|---|
| December | 1 | The scholarship application is available. Visit <a href="http://alphaphifoundation.org">alphaphifoundation.org</a> to access the Scholarship Application Instruction Guide, Scholarship FAQs, and application.  |
| December |   | <p>Read and review this instruction guide and the information in the application carefully.</p> <p>Open the application in SmarterSelect and carefully review the requirements in advance.</p> <p>Begin to gather the information you will need to complete the application and think ahead to who you would like to serve as your Alpha Phi Alumna and Non-Alpha Phi References.</p> <p>Reach out to Alpha Phi Foundation’s Program Manager, Rachel Ray at <a href="mailto:rray@alphaphi.org">rray@alphaphi.org</a> with any questions you have about the application.</p> |
| 2018     |   |   |
| January  | 3 | Tune into Alpha Phi Foundation’s <a href="#">Facebook Page</a> at <b>6pm</b> for the Live Scholarship Q&A Session, hosted by Program Manager Rachel Ray, to ask questions about the application and evaluation process and learn more about our Scholarship Program.  |
| January  |   | <p>Request recommendations from your References. <i>Please refer to the References section on pages 14- 15 for further guidance on the proper way to request recommendations and how to utilize SmarterSelect to send the recommendation form to your References.</i></p> <p>Make sure you are familiar with the functionality of the SmarterSelect application system and how to use it.</p> <p>Begin completing the various sections of the application.</p>  |
| February |   | <p>Continue completing the application. Be sure to have started writing your essay.</p> <p>If you have not received the completed recommendation form from one or both of your References, be sure to check in with them in order to give yourself ample time to reach out to new References if necessary.</p> <p>Complete all sections of the application and proofread your application. Make sure all information reported is accurate, well-written, and free of punctuation and grammatical errors.</p>  |
| March    | 1 | Submit your application and References’ completed recommendation forms by <b>11:59 p.m. Central Standard Time</b> via SmarterSelect.  |

## Application Type

Application Type is based on your school year classification and the category of scholarships for which you are eligible. Choose your Application Type according to the following:

- **Undergraduate:** Any applicant who will be enrolled as a college freshman, sophomore, junior, or senior by September 1, 2018 of the 2018-19 academic year.
    - Only those undergraduate applicants who complete the need-based scholarship section will be considered for a need-based scholarship. *All undergraduate applicants will be considered for merit-based scholarships for which they are eligible.*
  - **Graduate:** Any applicant who will be enrolled as a graduate student by September 1, 2018 of the 2018-19 academic year; for example: graduating seniors and Alpha Phi alumnae. *Applicants who will pursue graduate study are only eligible for merit-based scholarships.*
- **Merit-Based:** Any **collegiate** or **alumna** applicant who will be enrolled in an undergraduate or graduate degree program by September 1, 2018 of the 2018-19 academic year OR any **collegiate** applicant who does not wish to be considered for need-based scholarships. *Merit-based applicants will only be considered for merit-based scholarships.*
  - **Need-Based:** Any **collegiate** applicant who will be enrolled in an undergraduate degree program by September 1, 2018 of the 2018-19 academic year, anticipates having significant financial need, and will complete the Need-Based Scholarship Information section of the application. *Need-based applicants with complete applications will be considered for both merit-based and need-based scholarships.*

## Applicant Information

**Graduation Date:** Indicate your **anticipated graduation date** from the degree program you will pursue during the 2018-19 academic year. **Seniors applying for graduate scholarships should complete the graduate application and indicate their anticipated graduate school graduation date.**

**Cumulative GPA:** Upload the unofficial/official transcript that will confer/has conferred your most recent degree.

The cumulative GPA reported on your most current official transcript from the institution will be used by the Scholarship Readers to evaluate your academic achievement.

*If you are a first-semester student, please submit your application after you receive your first-semester grades and can indicate a college GPA.*

**GPA Scale:** Indicate the GPA scale on which your cumulative GPA is based.

If your school uses a scale other than 4.0, upload an official conversion scale for your university/college. Alpha Phi Foundation will use the scale along with your unofficial/official transcript to evaluate your academic achievement.

**Major Field of Study:** Enter your specific major/concentration.

**Minor Field of Study:** Enter your specific minor/concentration.

**Academic History:** List the post-secondary institutions where you have pursued academic credit. Indicate the university/college name and month/year you began and ended your attendance. If you are currently attending an institution, enter your projected graduation date as the ending date.

**Leadership, Volunteerism and Activity Information:** List **up to seven Alpha Phi and non-Alpha Phi** activities that best reflect your commitment to leadership, scholarship, and service. Please note the accompanying requested information for each. **Activities can be any Alpha Phi, Panhellenic, campus, community and/or employment activities, civic involvement, and/or volunteer and community service.** Your entries should reflect a variety of activities, involvement over the course of several years, and demonstrated excellence. Be sure to include descriptive information in the activity title; Scholarship Readers may not be as familiar with certain activities. For example, instead of “Lady Knights,” be more descriptive with “Lady Knights Basketball Team.”

*\*Freshmen/first-year students: You are permitted to include high school activities, though college activities will be viewed more favorably, unless you’re still participating in an activity from high school (such as community service and similar activities).*

**Honors and Awards Information:** List **up to seven** honors and awards that best reflect your commitment to leadership, scholarship, and service. Please note the accompanying requested information for each honor/award. Honors and awards should be tied to any **Alpha Phi, Panhellenic, campus, community and/or employment activities, civic involvement, and/or volunteer and community service.** Your entries should reflect a variety of honors and awards and show demonstrated excellence. Be sure to include descriptive information for each honor/award so the Scholarship Readers can understand the caliber of each achievement.

*\*Freshmen/first-year students: You are permitted to include high school honors and awards.*

**Essay:** Answer the prompt indicated for the Scholarship essay. Your essay should be well-written, organized, and directly address the prompt. **Minimum word count: 400; maximum word count: 500.**

## References

For your application to be considered, two References (one Alpha Phi Alumna Reference and one Non-Alpha Phi Reference) must also submit complete recommendation forms via SmarterSelect. *Alpha Phi Foundation will only accept recommendations submitted via the SmarterSelect forms.*

*Please note: As the applicant, YOU are responsible for ensuring your References submit their completed recommendation forms by the deadline. Recommendation forms will not be accepted after the deadline of **11:59 p.m. Central Standard Time, Thursday, March 1, 2018.***

### Reference Eligibility

**Alpha Phi Alumna Reference:** For **collegiate applicants**, suggested references include:

- A member of your chapter's Advisory Board.
- A member of your chapter's House Corporation Board.
- The Collegiate Chapter Administrator for your chapter
- The Collegiate Chapter Manager for your chapter.
- An Alpha Phi alumna who is not related to you.

For **alumna applicants**:

- Alpha Phi Reference **must** be an Alpha Phi alumna.

**Non-Alpha Phi Reference:** Your Non-Alpha Phi Reference should be familiar with your leadership, volunteer and/or educational activities. Examples include a professor, job supervisor, academic adviser, etc.

**The following individuals are ineligible to serve as References:** Your relatives, particularly members of your immediate family, whether or not you live in the same household.

**Requesting a Recommendation:** Your References should be two people who know you well, hold you in high regard, and can speak clearly to your strengths. You should provide them with ample time to complete the recommendation on your behalf and include the following items in your correspondence when asking them to serve as your Reference:

- Highlight their qualifications to show why you think that person is uniquely qualified to accurately communicate your strengths.
- Provide them with a template, outline, or bullet points of what you'd like the recommendation to say. The goal isn't to put words into their mouth but to do some of the work for them and provide the pertinent data points that you'd like included in the recommendation.
- Offer a 'no questions asked' policy allowing them to decline your request.

**Sending Recommendation Requests:** Once you have secured your References, utilize SmarterSelect to send automated messages with links to the online recommendation form to the email addresses you provide for each Reference immediately after you enter their contact information.

*Before you enter your References' contact information, you should encourage them to add [automated.email@smarterselect.com](mailto:automated.email@smarterselect.com) to their email address books to ensure they receive all communications from SmarterSelect.*

If a Reference cannot complete a recommendation form on your behalf, you should submit contact information for a different Reference. You can enter a new Reference's contact information and select "Re-send Recommendation or Information Request."

If your Reference did not receive the form after you initially sent it, select "Re-Send Recommendation or Information Request."

You will receive email confirmations:

- After you have successfully entered your References' contact information.
- After your References have submitted their complete recommendation forms.

**If you do not receive email confirmations** do not assume you have properly submitted your References' contact information or that your References have submitted complete recommendation forms. *You should **monitor the status of the recommendation forms** in the corresponding References' sections of your application.*

## Need-Based Scholarship Information

Collegians who will be enrolled in an undergraduate degree program by September 1, 2018 of the 2018-19 academic year and wish to be considered for need-based scholarships must provide all information requested in the “Need-Based Scholarship” section of the application. Failure to provide any requested information will result in automatic disqualification for need-based scholarships.

*Please note: Need-based applicants (as identified by Application Type) who submit all requested information and have both recommendations submitted by the **March 1, 2018** deadline will be considered for merit-based scholarships, regardless of completion status of the “Need-based Scholarship Information” section.*

**Student Aid Report:** Need-based applicants are **required** to upload a PDF of the Student Aid Report (SAR) generated from the 2018-19 Free Application for Federal Student Aid (FAFSA).

Alpha Phi Foundation can only accept a full, official Student Aid Report **in PDF format**; we will not accept the SAR Acknowledgment.

### Tips for Submitting Your FAFSA

- **Submit Your FAFSA as soon as possible:** You can submit a FAFSA beginning October 1, 2017; submitting it as early as possible will ensure you have ample time to obtain your SAR and upload it to your application before the deadline. *You and your parents should file your 2017 federal income taxes as soon as possible to allow you to complete an accurate FAFSA.*
- **Submit Your FAFSA online:** Alpha Phi Foundation encourages you to file your FAFSA electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Submitting your FAFSA online and providing your valid email address will ensure your FAFSA is processed quickly and your SAR is generated in a timely manner.

If you submit your FAFSA online, the U.S. Department of Education will email you a link to your SAR within 7-10 days after your FAFSA has been processed; follow the directions in the email to obtain your SAR. Otherwise, you will receive your SAR in the mail. Be sure to scan it and upload a PDF to your Alpha Phi Foundation scholarship application as soon as possible. *As a reminder, Alpha Phi Foundation does not accept application materials after the deadline. Failure to submit a PDF of your Student Aid Report with your application submission by the deadline will result in ineligibility for need-based scholarships.*

*Canadian Collegians: Please upload you most recent Notification/Letter of Assessment from your provincial government outlining your qualification for need-based grants and loans.*

**Expected Family Contribution (EFC):** Enter the EFC exactly as it states on your SAR. *Any discrepancies may result in ineligibility.* Canadian collegians: Please enter “N/A” for the EFC item.

**Cost of Attendance:** Enter the cost of attendance for your current university/college as reported on the government’s College Navigator Website at [www.nces.ed.gov/collegenavigator](http://www.nces.ed.gov/collegenavigator). Please factor in tuition, fees, books and supplies, but exclude on-campus or off-campus housing costs.

**Other Scholarships and Grants:** Please list any scholarships and grants (NOT student loans) you anticipate receiving for the 2018-19 academic year. Please include government, private, and university/college-based financial aid.

## Submitting Your Application

For Alpha Phi Foundation to review your application, three components must be submitted by the deadline of **11:59 p.m. Central Standard Time on Wednesday, March 1, 2018**:

1. Application form
2. Recommendation form submitted by Alpha Phi Alumna Reference
3. Recommendation form submitted by Non-Alpha Phi Reference

### To submit your application form:

1. Be sure you have **entered all required information** (including the “Need-based Scholarship Information” section for need-based applicants).
2. Select the green **“Submit Application”** button on the “Submission Information” page.
3. If submission is successful, you will receive:
  - a. An **on-screen confirmation message**. Select the green “Print Application” button and save the printed copy for your records.
  - b. An **email with a confirmation code**. Please save this message for your records.
4. If submission is not successful, the page will refresh and you will see an error message at the top of the page.
  - a. Select the page(s) highlighted in the navigation pane to identify items with errors.
  - b. After you have corrected any errors, navigate to the “Submission Information” page and follow steps #2-3 above.
5. **Verify** your application submission status by re-opening your application and reviewing the **“Applicant Info”** box at the top of the page.

**To update your application after submission (up to the deadline):** Log in to your application, complete changes, and re-submit. If your update is successful, you will see an on-screen confirmation message and will receive a confirmation email.

## Applicant/Recipient Notifications

Alpha Phi Foundation will notify all applicants mid-July via email whether or not they were selected as a scholarship recipient.

In the event an initially-selected scholarship recipient can no longer accept an award or fails to submit award acceptance documents by the deadline, an alternate recipient will be selected. Alternate recipients will be notified via email in mid-July.

## RECIPIENT EXPECTATIONS

Recipients are required to complete the award acceptance process on their own behalf. As a condition of the acceptance process, recipients agree Alpha Phi Foundation will not communicate with third parties, including parents, regarding award status. Recipients are required to abide by the following policies:

1. A scholarship recipient must be a **member in good standing** with Alpha Phi Fraternity at the time she requests payment of her award and remain a member of good standing throughout the 2018-19 academic year. A member in good standing is an initiated collegiate or alumna member of Alpha Phi who complies with the Constitution and Bylaws, Policies and Procedures, and other governing documents of the Fraternity, and who has met the Fraternity and Chapter financial obligations, including payments of International alumnae dues for alumnae members.
2. Alpha Phi Foundation scholarship funds are intended for the use of **full-time** undergraduate and **full or part-time graduate** students at accredited educational institutions. Full-time and part-time status is defined in accordance with the full-time and part-time policies of the recipient's university/college. A graduate recipient enrolled part-time must have the approval before payment of her scholarship can be made.
3. Recipients **must send verification of enrollment** to Alpha Phi Foundation. This should be a copy of the recipient's fall class schedule or an enrollment verification letter from her educational institution.
4. Each recipient **must send an acknowledgment letter** to the donor(s) of the scholarship (if applicable) or directly to Alpha Phi Foundation Board of Directors, telling them about her and future plans.
5. Checks **will only be issued once all materials** (acknowledgement letter, verification of enrollment, scholarship policies and digital photograph) have been received by Alpha Phi Foundation.
6. Checks will be issued to the educational institution the recipient is enrolled in for the 2018-19 academic year to be applied directly to her student account.
7. Recipients must send a **year-end report** to Alpha Phi Foundation at the close of the school year. A final grade report and a brief letter explaining how the scholarship helped the recipient achieve her educational goals are **required** and must be submitted no later than June 30, 2019.
8. Misrepresentations in an application, major changes in a recipient's educational plans, or changes in Alpha Phi Fraternity membership may result in cancellation of the scholarship.
9. At the discretion of Alpha Phi Foundation, a recipient may defer her scholarship for up to one year from the date of acceptance. Requests to defer a scholarship must be submitted to the Program Manager. Deferment request will be reviewed on a case-by-case basis and may be granted for reasons including, but not limited to illness, military service, and deferment of graduate school by graduating seniors due to denial of admission by applied institutions. Proof of academic enrollment is required for the distribution of deferred scholarship funds. If a scholarship is not claimed within the year, the money will revert to the appropriate Foundation fund.
10. Whenever possible, research and publications by scholarship recipients shall acknowledge the receipt of Alpha Phi Foundation scholarship funds.
11. More than 144 years ago, the founding Alpha Phi members pledged to unite for the highest ideals of friendship, service, and scholarship. Alpha Phi Foundation is proud to continue these ideals and encourage the academic excellence of our Alpha Phi members and has been committed to awarding scholarships to outstanding Alpha Phis since 1959. Alpha Phi Foundation Scholarships are made possible by the generous donors who contribute support through annual gifts and scholarship funds. As a 2018-19 Scholarship Recipient there is no direct obligation to repay the scholarship awarded, but rather we hope you will plan to make gifts to the Scholarship Program in the years ahead as a means of "paying it forward" so that future Alpha Phis continue to benefit.

*Failure to submit all information required, to verify information submitted in your application, or to do so by the award acceptance deadline will result in forfeiture of the award and selection of an alternate recipient. There are no exceptions to the deadlines.*