



Scholarship Program

Tips for a Successful Scholarship Application:

- **START EARLY.** Don't wait until the last minute to complete the application.
- **PROOFREAD** your application, particularly the essay response. Pay close attention to grammar, punctuation and spelling mistakes. It is highly recommended that you have an advisor or teacher read over your complete application before submission.
- **RESPECT OTHER PEOPLE'S TIME.** Give your recommendation writer enough time to complete your recommendation letter or online recommendation, if required. Do not give it to them the day before the deadline.
- **FOLLOW THE DIRECTIONS** in the essay prompt. Pay close attention to both content and word count when writing your essay.
- **BE YOURSELF.** There is no "right" answer.
- **DON'T PROCRASTINATE.** Deadlines are final. Your application will not be considered if it is late.
- **TAKE RESPONSIBILITY** for your application. Make a copy of your application for your records and make sure that ALL pieces of your application (including any other documents listed on the completion checklist) are included before you fax or mail it.

Frequently Asked Questions

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Who is eligible to apply?

Applicants must meet **all** of the following criteria:

- Must be a high school senior, college freshman, sophomore or junior
- Must be a dependent, step child, or grandchild of full-time employee of an NASPD member company
- The employee must work a minimum of a 30 hour work week and must have been employed for at least two year as of January 1 of the year in which the scholarships are awarded.
- The employee must be employed at the time awards are announced.

Note: Children, stepchildren or grandchildren of owners of member companies are not eligible to apply.

When can I apply?

- Between January 1 and April 2.

How do I get an application?

- Go to <https://aim.applyists.net/NASPD>
- You will be directed to the main log in page for International Scholarship and Tuition Services (ISTS)
- Create an account or if you already have an account log in
- Once you create or log into your account you will be taken directly to the application

NOTE: Incomplete applications will not be considered and will not be returned.

What are the details of the award?

- Up to 16 scholarships will be awarded annually and are not renewable.
- Students may reapply each year as long as they continue to meet the eligibility criteria.
- The award amounts will be determined annually.
- The scholarships will be applied to tuition, fees, books, supplies and equipment required for course load.
- Institutions must be accredited, nonprofit two or four-year colleges/universities in the United States.
- A student may transfer from one institution to another and retain the award.

What are the selection criteria?

- An independent selection committee will evaluate the applications and select the winners.
- The committee will consider:
 - Extracurricular activities
 - Community involvement
 - Essay content
 - Academic achievements and records
 - Recommendations

How do I check the status of my application?

- Return to <https://aim.applyists.net>
- Log into your account to check your application status

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.
 - **Not Started** - the form has not been requested or started
 - **Started** – the form has not been submitted
 - **Submitted** - the form has been submitted
 - **Not received** - the attachment has not been received
 - **Not verified** - the attachment has been received and is being processed and verified
 - **Verified** - the attachment has been verified and accepted by ISTS
 - **Requested** - the form request has been created, but the form has not been started
 - **Complete** - all required forms and attachments (if applicable) have been received and your application will be considered for the scholarship

How do I make changes to my application?

- Return to <https://aim.applyists.net/NASPD>
- Click on any tab and make any changes necessary
- **Do not resubmit your application; all changes are saved to your online application.**

After the program deadline you will *only* be able to update your address. To update this information:

- Return to <https://aim.applyists.net>
- Log into your account
- Click the Profile tab on your home page
- Make any necessary changes to your contact information and the information will be updated within your application

What are my responsibilities as a recipient?

- You must enroll as an undergraduate in the fall of the year in which the scholarships are awarded.
- You must continue in school the entire academic year without interruption unless approved by scholarship sponsor.
- You must deliver your scholarship check(s) to the proper office at your institution.

How and when are checks issued?

- Checks will be mailed to each recipient's mailing address
- Checks will be made payable to the institution only.
- Checks will be issued in August.
- It is the recipient's responsibility to notify ISTS should the check not arrive within 30 days of the issue date.

How and when will I receive notification?

- Notifications are sent approximately two months past a deadline.
- Winner notifications will be sent by mail.
- Non-winner notifications will be sent by e-mail.
- **Past experience indicates that e-mails are sometimes not received or successfully delivered. Be certain to provide us with your most current e-mail address.**
- ***Decisions of the selection committees are final and are not subject to appeal.***

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.

Program Administration

To assure complete impartiality in selection of winners and to maintain a high level of professionalism, the program is administered by International Scholarship and Tuition Services, Inc., a firm that specializes in managing sponsored scholarship programs.

Questions

For additional information regarding the scholarship program contact:

ISTS

Email: ContactUs@applyists.com

Subject Line: NASPD

Phone: 855-670-ISTS

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