



KAPPA ALPHA THETA

FOUNDATION

2019 Scholarship Application Guide

Each applicant is responsible for reading, understanding, and adhering to the following 2019 Scholarship Application Guide and all instructions outlined in the application form. Failure to thoroughly follow all instructions may result in disqualification.

ABOUT THETA FOUNDATION SCHOLARSHIPS

Kappa Alpha Theta Foundation is proud to support college and alumnae members of Kappa Alpha Theta Fraternity with merit-based and need-based scholarships for undergraduate and graduate study. The minimum scholarship award is \$1,000, and funding is awarded each spring for use in the following academic year toward tuition, course-related fees, and required textbooks and supplies. *Theta membership dues are not an eligible academic expense.*

In addition to the following eligibility guidelines, many scholarships are designated for candidates with certain qualifications. Available scholarships and criteria are outlined in the [A-Z Scholarship Listing](#) on Theta's website. Applicants do not have to select the individual scholarships for which they would like to apply. Upon submitting the scholarship application, applicants are automatically candidates for any scholarships for which they qualify. See the "Getting Started" section on page 3 of this guide for information about accessing the 2019 Scholarship Application.

APPLICANT ELIGIBILITY

GENERAL ELIGIBILITY - *All eligible applicants with complete applications and references' recommendation forms submitted by the application deadline will be considered for merit-based scholarships.*

To be eligible for Theta Foundation scholarships, you must be an initiated college or alumna member of Kappa Alpha Theta in good standing with the Fraternity who will pursue an undergraduate or graduate degree during the 2019-20 academic year.

- ◆ *Alumnae members do not have to be dues-paying members of the Fraternity or an alumnae chapter or circle.*
- ◆ *New members may apply, but their chapters must report their initiation and submit their signed Loyalty Pledge cards and other required information to Kappa Alpha Theta Headquarters by the application deadline.*
- ◆ *Members are limited to a lifetime maximum combined award amount of \$40,000 in Theta Foundation grants and scholarships.*

NEED-BASED SCHOLARSHIPS - *Need-based applicants with complete applications and references' recommendation forms submitted by the application deadline will be considered for both merit-based and need-based scholarships.*

To be eligible for need-based scholarships, you must be a college member who will pursue an undergraduate degree during the 2019-20 academic year. Need-based applicants must demonstrate significant financial need according to Theta Foundation's calculation and must complete the NEED-BASED SCHOLARSHIP INFORMATION page of the application.

SCHOLARSHIP USES

All applicants must expect to have eligible academic expenses not fully funded by other scholarships or grants during the 2019-20 academic year. Eligible academic expenses include tuition, course-related fees, and textbooks and supplies required for course enrollment.

- ◆ *Theta membership dues are not an eligible academic expense.*
- ◆ *Students may intend to pursue full-time or part-time enrollment.*
- ◆ *Unused scholarship funding must be returned to Theta Foundation and cannot be held for future use. Recipients cannot receive Foundation scholarship funding in the form of a financial aid refund.*

WHAT IF I DON'T ENROLL OR WON'T HAVE ELIGIBLE ACADEMIC EXPENSES?

If your plans to enroll in a degree-granting program or your ability to use a scholarship changes after submitting a scholarship application, please notify Theta Foundation's programs manager immediately. Returned scholarships cannot be re-awarded, so please only apply if you expect to enroll in a degree-granting program and have eligible academic expenses.

2019 SCHOLARSHIP TIMELINE

January 9, 2019	Scholarship Application Opens	Available via Theta's website.
March 6, 2019, 6 p.m. EST	Application Deadline	All applications and references' complete recommendation forms due via SmarterSelect.
May 10, 2019	Award Status Notifications	First award status notifications sent to the email addresses on applicants' official Fraternity records.
May 31, 2019, 11:59 p.m. EDT	Acceptance Deadline	Acceptance documents due from recipients notified on May 10.
June 5, 2019	Alternate Recipient Notifications	Alternate recipient notifications sent to the email addresses on applicants' official Fraternity records.
June 14, 2019, 11:59 p.m. EDT	Alternate Recipient Acceptance Deadline	Acceptance documents due from alternate recipients notified on June 5.
June 28, 2019	Disbursement	Scholarship funding disbursed to colleges/universities. Award packets mailed to recipients.

GETTING STARTED

OPEN YOUR APPLICATION

All applications and recommendations must be completed and submitted via SmarterSelect, a third-party online application and recommendation system. To open an application, navigate to Theta's [Apply for Scholarships & Grants page](#) and select the link for the 2019 Scholarship Application, which will redirect to www.smarterselect.com. Follow the instructions to create a SmarterSelect account or sign in using your existing account.

Carefully review all requirements after opening an application. You do not have to complete the application in one session and may save entered information and return later. To access your application after you have opened it, follow the link on Theta's website and select "Sign In" on the application landing page to log in, or navigate to www.smarterselect.com and log in with the email address and password you used to create your SmarterSelect account.

VERIFY OR UPDATE YOUR MEMBERSHIP INFORMATION

Theta Foundation will use the information on your official Kappa Alpha Theta Fraternity record to verify your membership and qualifications for designated scholarships and for correspondence during the award status notification process, so please be sure the information on your record is accurate.

HOW DO I UPDATE THE CONTACT INFORMATION ON MY FRATERNITY MEMBERSHIP RECORD?

- ◆ Log in to the member portal via Theta's website: www.kappaalphatheta.org.
- ◆ After you have signed in, select "My Profile" from the Account drop-down menu in the top right-hand corner of the screen.
- ◆ You will be able to verify and/or update your contact information from the "My Profile" page.

PLEASE NOTE: SmarterSelect and the programs manager will send automated emails and deadline reminders to the email address associated with your SmarterSelect account. However, Theta Foundation will send your award status notification to the email address on your Fraternity membership record. To ensure you receive all communications related to your scholarship application, please make sure your Fraternity membership record and SmarterSelect account email addresses match.

REVIEW INSTRUCTIONS, TIPS, AND FAQs

After you have opened your Theta Foundation scholarship application, before you begin entering information, you should read all instructions to help you prepare for the process. The scholarship application and this guide outline all instructions required to successfully complete the application process.

GATHER INFORMATION

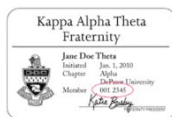
Locate all information you will need to complete the application, including, but not limited to:

- ☐ Kappa Alpha Theta member ID
- ☐ Current cumulative GPA
- ☐ Contact information for references
- ☐ Work experience information
- ☐ Non-Theta activities information
- ☐ Theta & Panhellenic service information
- ☐ Financial information (*for need-based applicants only*)

HOW DO I FIND MY MEMBER ID?

If you are an initiated member of the Fraternity and have forgotten your member ID, there are a few ways to obtain it:

- ◆ Check your member card.



- ◆ Locate it on your *Kappa Alpha Theta Magazine* label.



- ◆ Log in to the member portal via Theta’s website: www.kappaalphatheta.org. After you have signed in, select “My Profile” from the Account drop-down menu in the top right-hand corner of the screen. You should be able to view your member ID on the “My Profile” page.
- ◆ If you’re still having trouble retrieving your member ID, please call Mary Kate Smith, programs manager, at 317-876-8593, ext. 113, during normal business hours (8:30 a.m. – 4:30 p.m. Eastern Time, Monday through Friday). You may also email her at mksmith@kappaalphatheta.org, but you will only receive a response during published business hours.

APPLICATION TIPS & GUIDANCE

GET HELP WHEN YOU NEED IT

As you’re working on your application, refer to the 2019 Scholarship Timeline on page 2 of this guide and to the Resources section of the APPLICATION INFORMATION page of the application for details about resources available to help you. We also plan to hold various help sessions throughout the application period, outlined below:

January 30, 2019, 12 p.m. (noon) EST	Scholarship Application Help Session Webinar	Get help completing your application. Access the help session at http://bit.ly/2019AppHelpSession . For audio, call 1-888-222-0475 and enter the attendee code 5901365.
February 13, 2019, 7-8 p.m. EST	Scholarship Application Instagram Q&A Session	Send Kappa Alpha Theta a direct message via Instagram during our Q&A session and get your questions answered in real time by Programs staff.
February 25, 2019, 3 p.m. EST	Scholarship Application Help Session Webinar	Get help completing your application. Access the help session at http://bit.ly/2019AppHelpSession . For audio, call 1-888-222-0475 and enter the attendee code 5901365.

If you have questions about the application process, please don’t hesitate to contact Mary Kate Smith, programs manager. Her complete contact information is listed above and is also noted throughout the application form.

STAY INFORMED

Be sure to regularly check your email (including your spam/junk mail folder) and Theta’s social media channels for information related to the scholarship application process.

TEST TECHNOLOGY

Become familiar with SmarterSelect and how to use it. To optimize your experience, SmarterSelect recommends using the Google Chrome web browser on either a desktop or laptop computer rather than a tablet or smart phone to complete applications and recommendation forms. You can download Google Chrome for free at google.com/chrome/browser.

Need-based applicants must also have access to Adobe Reader or a similar program to submit a PDF of their Student Aid Report. You can download Adobe Reader for free at get.adobe.com/reader.

WHAT IF I EXPERIENCE A PROBLEM WITH TECHNOLOGY?

Theta Foundation and SmarterSelect are not responsible for lost application information. Theta Foundation will not extend the deadline for any reason, including problems with technology or with submission of an application. We recommend saving your work often and completing and submitting your application well in advance of the deadline in case of any issues.

SELECT REFERENCES CAREFULLY & CONTACT THEM EARLY

It is up to your best judgment to select an appropriate Theta reference and academic reference within the eligibility guidelines outlined on the REFERENCES page of the application. You are encouraged to think about selecting references in the context of a job or academic application rather than for membership recruitment purposes. You will be evaluated on the strength of your reference choices as well as the content of their recommendation forms.

After you confirm they are willing to submit recommendation forms on your behalf, verify your references' contact information and send recommendation requests via the REFERENCES page of your application form as soon as possible. *You do not have to complete your application before sending recommendation requests.*

I'M HAVING TROUBLE CHOOSING MY REFERENCES. WHAT SHOULD I DO?

If you are struggling with selecting an appropriate Theta or academic reference, you can take one of our reference eligibility "quizzes" to help verify your choice. You can find the Theta reference quiz at: <http://bit.ly/ThetaRefQuiz19> and the academic reference quiz at: <http://bit.ly/AcademicRefQuiz19>.

You may also consider the following tips when selecting appropriate references:

THETA REFERENCE An **appropriate** Theta reference will be your current or former supervisor or mentor in a Theta-related capacity and not just a social contact. A recommendation from an alumna is preferred for collegian applicants and required for alumnae applicants. Examples of **appropriate** Theta references include:

- ✓ Chapter advisor or ELC
- ✓ District officer
- ✓ International Fraternity officer
- ✓ Chapter executive officer

An **inappropriate** Theta reference would be a social contact who has not served as your supervisor or mentor in a Theta-related capacity. Examples of **inappropriate** Theta references include:

- ✗ Your Theta "Big" or "Little"
- ✗ A family friend who is not your supervisor or mentor in a Theta-related capacity
- ✗ A current Theta Foundation scholarship applicant

ACADEMIC REFERENCE An **appropriate** academic reference will be a college-level academic professional, such as an advisor, administrator, instructor, or professor. Examples of **appropriate** academic references include:

- ✓ A current or former professor who knows you well
- ✓ A current or former employer (*ONLY IF you are an alumna returning to school*)
- ✓ Your current or former academic advisor who knows you well

An **inappropriate** academic reference would be someone who is not a college-level academic professional or who cannot speak clearly and compellingly about your commitment to education or service. Examples of **inappropriate** academic references include:

- ✗ A professor, instructor, or advisor who does not know you well
- ✗ A high school teacher or instructor

Each reference is required to submit Theta Foundation's online recommendation form; we will not accept separate recommendation letters. The recommendation form requests basic information about the reference, details about your relationship, and responses about your accomplishments and character. The time required to complete the form varies, but references can expect to spend at least 30 minutes. Because there is potential for unexpected issues and technology glitches, we recommend submitting recommendations well in advance of the deadline.

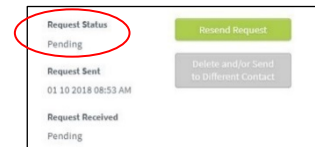
MONITOR THE STATUS OF RECOMMENDATION FORMS

You will be disqualified if one or more of your references' recommendation forms are not submitted by the deadline, even if you have submitted an application form. You are solely responsible for ensuring your references submit complete recommendation forms on time, even if a reference does not initially receive a recommendation request message from SmarterSelect or forgets to submit a complete form.

Follow up with your references and review the instructions in the application for resending and canceling recommendation requests, including sending a request to a new reference. These tools should help you ensure both of your references submit recommendation forms on time.

HOW WILL I KNOW IF MY REFERENCES HAVE SUBMITTED THEIR RECOMMENDATION FORMS?

Review the "Monitoring & Confirming Request Status" section of the REFERENCES page of the application for information about verifying the status of your references' recommendation forms. You should also monitor the corresponding "Request Status" field for each recommendation request. Request Status options include:



- ◆ **NOT SENT** You have not yet sent a request for a recommendation to this reference. You should ask an appropriate contact to serve as one of your references, gather their contact information, and send the request as soon as possible. See the instructions on the REFERENCES page of the application for more information about sending recommendation requests.
- ◆ **PENDING** You have sent a recommendation request to this reference, but they have not yet submitted the recommendation form via SmarterSelect. Follow up with the reference to confirm the request was received and that the recommendation form will be submitted before the deadline. See the REFERENCES page of the application for more information about resending and canceling recommendation requests if necessary.
- ◆ **RECEIVED** This recommendation form has been successfully submitted by the reference.

CHECK YOUR ACTIVITY ENTRIES

When entering your work experience, non-Theta activities, and Theta & Panhellenic service, follow directions carefully and enter information in the appropriate sections. *If you enter a position/activity in an incorrect section, you will not earn points for that entry.* When entering non-Theta activities, rather than naming leadership positions such as "Captain" as part of the Activity field, enter positions, honors, accomplishments, recognition, and other ways you exceeded standard expectations for the activity in the Significant Accomplishments field:

1. Significant Accomplishments

Describe how you have exceeded standard expectations for this activity (e.g., positions/offices held, significant accomplishments, honors/recognition received, etc.)

-Captain of the 2016-17 and 2017-18 Intramural Women's Basketball Team at Butler University
-Honored with the "Outstanding Leader On & Off the Court" award by my teammates at the conclusion of the 2016-17 season
-Helped lead our team to the state semi-finals during the 2016-17 season for the first time in 20 years

WHAT IF A THETA OFFICE I PREVIOUSLY HELD NOW HAS A DIFFERENT TITLE?

Please refer to the chart below to determine current executive officer position titles if an office name has changed since your tenure. As noted on the THETA & PANHELLENIC SERVICE page of the application, if an office is not listed as an option in a dropdown menu, please enter it in the “Other Theta and Panhellenic Service” section.

CURRENT OFFICER TITLE	FORMER OFFICER TITLE(S)
Chief Administrative Officer	Vice-President Administration
Chief Executive Officer	President
Chief External Affairs Officer	Chief Marketing Officer/ Vice-President Public Relations/Director of Public Relations
Chief Financial Officer	Vice-President Finance
Chief Learning Officer	Chief Education Officer/Vice-President Education
Chief Operating Officer	Vice-President Development
Chief Panhellenic Officer	Vice-President Panhellenic
Chief Recruiting Officer	Vice-President Membership

PROOFREAD, PROOFREAD, PROOFREAD

You are responsible for editing your application for accuracy prior to submission. You may be disqualified for submitting false or inaccurate information and may be reported by Theta Foundation to Kappa Alpha Theta Fraternity with a potential impact on your membership.

When entering information into your application, particularly the narrative components, remember that the application is your only chance to make a good impression with evaluators. Theta Foundation’s scholarship program is competitive, and we have high standards. Make sure your responses are well-written and free of errors; poorly written personal statements will negatively affect your application score, and incorrect or incomplete answers may result in disqualification.

WHERE CAN I GET HELP WITH WRITING PERSONAL STATEMENTS?

Your three personal statements—though short in length—make up a significant part of your application and the evaluation process. There are a number of resources to help you construct well-written responses as part of a competitive application submission for Theta Foundation scholarships. A couple of suggestions include:

- ◆ **PURDUE OWL** The Purdue Online Writing Lab (OWL) offers free resources to help all students—not just Purdue students—with the writing process, including outlining, avoiding plagiarism, rhetoric and logic, and style and language. You can access the Purdue OWL at: <https://owl.english.purdue.edu>.
- ◆ **YOUR CAMPUS WRITING CENTER** Most campuses have a writing or tutoring center to help students with writing projects. Ask your academic advisor or another campus professional where to find your campus’s writing center and then make an appointment to go over your responses with a writing center staff member.

OBTAIN YOUR STUDENT AID REPORT ASAP

If you are a college member applying for need-based scholarships, be sure to submit your 2019-20 Free Application for Federal Student Aid (FAFSA) as soon as possible so you can upload a PDF of your [Student Aid Report \(SAR\)](#) on the NEED-BASED SCHOLARSHIP INFORMATION page of the application.

Theta Foundation can only accept a complete, official 2019-20 Student Aid Report in PDF format that reflects FINAL 2017 federal income tax filing information; we will not accept the SAR Acknowledgment.

TIPS FOR SUBMITTING YOUR FAFSA TO ENSURE TIMELY RECEIPT OF YOUR SAR

Submitting your FAFSA as soon as possible not only ensures you are considered for first-come, first-served federal, state, and institutional aid, but it also gives you ample time to obtain your SAR for your Theta Foundation scholarship application. To ensure you successfully submit your FAFSA and receive your SAR before Theta Foundation's application deadline, we recommended the following:

- ◆ REVIEW THETA FOUNDATION'S FAFSA RESOURCES Visit <http://bit.ly/1920FAFSAResources> to find a link to a free e-book and other resources to help you successfully complete and submit the FAFSA.
- ◆ ACCESS YOUR 2017 INCOME TAX INFO You must include your and your parents' 2017 federal income tax info to complete an accurate and final FAFSA. The federal government also provides a tool for transferring requested IRS tax information to an online FAFSA form. Visit www.fafsa.ed.gov for more information about this option.
- ◆ SUBMIT YOUR FAFSA ONLINE Theta Foundation encourages you to file your FAFSA electronically at 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 a paper copy of your SAR in the mail; be sure to scan it and upload a PDF to your Theta Foundation scholarship application.

SUBMITTING YOUR APPLICATION

Theta Foundation will not accept late materials for any reason. There will be no exceptions to this requirement.

CAN I SUBMIT APPLICATION MATERIALS AFTER THE DEADLINE?

No; Theta Foundation will not accept late materials, including, but not limited to: applications, recommendation forms from references, and all scholarship acceptance materials.

For Theta Foundation to review your application, we must receive three complete components by the deadline of **6 p.m. Eastern Standard Time on Wednesday, March 6, 2019:**

- ◆ Application form
- ◆ Recommendation form submitted by Theta reference
- ◆ Recommendation form submitted by academic reference

THERE ARE NO EXCEPTIONS TO THE DEADLINE.

WHAT IF I'VE FINISHED MY APPLICATION, BUT I'M MISSING RECOMMENDATION FORMS?

You may submit your application before your references submit their recommendation forms, but **your application will only be considered if all components are submitted by the deadline.**

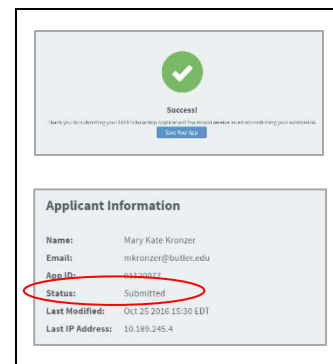
Review the REFERENCES page of the application and the reference tips & guidance in this guide for information about monitoring the status of your references' recommendation forms.

CONFIRMING YOUR SUBMISSION

When you successfully submit your application form, you will receive two confirmation messages:

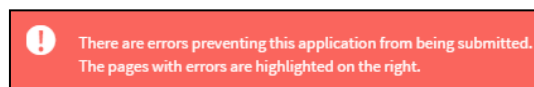
- ◆ An on-screen confirmation. *You may not be able to access your submission after the deadline, so please click the "Save Your App" button to save a copy for your records.*
- ◆ An email with a confirmation code. Please save this message for your records.

You can also verify your application submission status by re-opening your application and reviewing the "Applicant Information" box at the top of the page.



WHAT SHOULD I DO IF I'M HAVING TROUBLE SUBMITTING MY APPLICATION?

If your submission is not successful, the page will refresh and you will see an error message at the top of the page.



Select the page(s) highlighted in the navigation pane to identify any errors. After you have corrected the errors, navigate to the TERMS OF AGREEMENT & SUBMISSION INFORMATION PAGE and attempt to submit your application again.

If you continue to have trouble, please contact Theta Foundation's programs manager as soon as possible.

UPDATING A SUBMITTED APPLICATION

You can update your application after you initially submit it up until the deadline. To update your application:

- ◆ 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 new confirmation email.
- ◆ Review the REFERENCES page of the application form for information about updating references' contact information if a reference is unable to submit a recommendation form by the deadline.

EVALUATION & SELECTION

If you successfully submit a complete application, Theta Foundation will consider you for all scholarships for which you qualify. In addition to eligibility and scholarship usage parameters, evaluation and selection criteria may include, but are not limited to:

- ◆ Strength of cumulative Grade Point Average (GPA) or equivalent.
- ◆ Demonstrated commitment to personal excellence and professional growth through work experience.
- ◆ Demonstrated commitment to the widest influence for good through non-Theta activities.
- ◆ Demonstrated commitment to Kappa Alpha Theta and the fraternal community through Theta and Panhellenic service.
- ◆ Demonstrated effort in personal statement responses, fully-developed responses to prompts, and strength of writing.
- ◆ Recommendations from references who are appropriate for a scholarship application, who can compellingly speak to the applicant's commitment to education or service, and who can clearly articulate specific details about the applicant's character and dedication to excellence.
- ◆ Demonstrated financial need (*for need-based applicants only*).

AWARD STATUS NOTIFICATION

On the first award status notification date of May 10, 2019, Theta Foundation will notify each applicant via email whether or not they were selected as a scholarship recipient. Your notification will be sent to the preferred email address listed on your official Kappa Alpha Theta Fraternity record. You can update your contact information at any time by following the instructions on page 3 of this guide.

In the event an initially selected scholarship recipient can no longer accept an award or fails to submit award acceptance documents by the deadline of May 31, 2019, an alternate recipient will be selected. Alternate recipients will be notified via email on the alternate recipient notification date, June 5, 2019.

WHAT SHOULD I DO IF I DON'T RECEIVE A NOTIFICATION EMAIL ON MAY 10, 2019?

Applicants who do not receive an email notification on the first notification date should contact Theta Foundation's programs manager at mksmith@kappaalphatheta.org **within 24 hours of the notification date.**

Theta Foundation will not make exceptions to award acceptance deadlines for applicants who do not receive email notifications and who fail to follow up with the programs manager within 24 hours of the published notification dates on page 2 of this guide.

AWARD ACCEPTANCE EXPECTATIONS

Scholarship recipients are required to complete the award acceptance process themselves. As a condition of applying, applicants agree Theta Foundation will not communicate with third parties, including parents, regarding application or award status.

If you are selected to receive a scholarship, Theta Foundation will provide complete information about acceptance requirements and deadlines in the official award status notification messages. Required acceptance documents will include, but are not limited to, an official transcript. The transcript will not need to reflect Spring 2019 grades. If Spring 2019 grades are reflected, Theta Foundation will verify your academic information (such as cumulative GPA) based on the GPA date range indicated in your application.

WILL I FORFEIT MY SCHOLARSHIP IF I MISS THE ACCEPTANCE DEADLINE?

Yes; failure to submit all required information, failure to verify information submitted in your application, or failure to do so by the award acceptance deadline will result in forfeiture of an award and selection of an alternate recipient. There are no exceptions to deadlines. Scholarship recipients who are unable to accept or use their awards for any reason should notify Theta Foundation immediately to ensure all scholarship funding can be awarded to deserving Thetas.

QUESTIONS? CONTACT US!

For any questions not addressed in the application or this guide, please contact the Foundation programs manager, Mary Kate Smith, at:



mksmith@kappaalphatheta.org



1.800.KAO.1870 *Ask for Theta Foundation's programs manager*

Theta Foundation will only answer questions about applications from applicants and references and will not communicate with third parties. Questions may only be answered during normal business hours (Monday through Friday, 8:30 a.m. – 4:30 p.m. Eastern Time), including the day applications are due, Wednesday, March 6, 2019.