KAPPA ALPHA THETA
Foundation

2025 Scholarship Application Guide

Each applicant is responsible for reading, understanding, and adhering to the following 2025 Scholarship Application Guide and all instructions outlined in the application. 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 Thetas with merit-based and need-based scholarships for undergraduate and graduate study. The minimum scholarship amount is $1,000, and funding is awarded each spring for use during the following academic year for 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. Rather, upon submitting the scholarship application, applicants are automatically considered for any scholarships for which they qualify. See the Getting Started section of this guide for information about accessing the 2025 Scholarship Application.

The application consists of resume-style questions, narrative responses, and one recommendation form submitted on your behalf.

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ELIGIBILITY

GENERAL ELIGIBILITY

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

To be eligible for Theta Foundation scholarships, you must be a college or alumna member of Kappa Alpha Theta in good standing with the Fraternity who will pursue an undergraduate or graduate degree during the 2025-2026 academic year.

- Alumnae members do not have to be dues-paying members of the Fraternity or of an alumnae group.
- New members may apply but, ideally, should be initiated by the application deadline. *If you will not be initiated until after March 5, 2025, please [contact Theta Foundation](#) to verify your eligibility for scholarships.*
- Members are limited to a lifetime maximum combined award amount of $40,000 in Theta Foundation scholarships and grants.

NEED-BASED SCHOLARSHIP ELIGIBILITY

Need-based applicants with complete applications and 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 2025-2026 academic year. Need-based applicants must demonstrate significant financial need according to Theta Foundation's calculation and must complete the **Need-based 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 2025-2026 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 Theta 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 an application, please [notify Theta Foundation's programs team](#) 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.

2025 SCHOLARSHIP TIMELINE

January 8, 2025	Scholarship Application Opens	Available via Theta's website.
March 5, 2025 6:00 p.m. EST	**Application Deadline**	All applications and complete recommendation forms due via SmarterSelect.
May 7, 2025	Award Status Notifications	Award status notifications sent to the preferred email addresses on applicants' Theta Portal profiles.
May 31, 2025 11:59 p.m. EDT	Acceptance Deadline	Acceptance documents due from recipients notified on May 7.
June 4, 2025	Alternate Recipient Notifications	Alternate recipient notifications sent to the preferred email addresses on applicants' Theta Portal profiles.
June 15, 2025 11:59 p.m. EDT	Alternate Recipient Acceptance Deadline	Acceptance documents due from alternate recipients notified on June 4.
June 30, 2025	Disbursement	Scholarship funding disbursed; award packets mailed to recipients.

GETTING STARTED

OPEN YOUR APPLICATION

To open an application, navigate to Theta's Apply for Scholarships & Grants web page and select the link for the 2025 Scholarship Application, which will redirect to SmarterSelect. 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 THETA PORTAL PROFILE

While Theta Foundation will send automated emails and reminders to the email address associated with your SmarterSelect account, we use the preferred email address on your Theta Portal profile for award status notification purposes. If possible, we recommend that your SmarterSelect and Theta Portal email addresses match to ensure you receive all communications related to your application.

We also use the information on your Theta Portal profile to verify your membership and qualifications for designated scholarships. To ensure you are considered for any scholarships you may qualify for, please be sure the information on your profile is up to date.

HOW DO I UPDATE THE CONTACT INFORMATION ON MY THETA PORTAL PROFILE?

♦ Navigate to Theta's website: www.kappaalphatheta.org. Click on Member Login in the top right-hand corner of the screen.
♦ Log into Theta Portal using the instructions provided. If you have trouble logging in, please email support@kappaalphatheta.org.
♦ After you have signed in, select "My Profile" from the drop-down menu in the top right-hand corner of the screen.
♦ You will be able to verify and/or update your contact information on the My Profile page. Be sure to click "Save" after making any changes.

GATHER INFORMATION

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

❑ Kappa Alpha Theta Member ID*
❑ Current/most recent cumulative GPA
❑ Contact information for a reference
❑ Theta & Panhellenic service information

❑ Non-Theta activities information
❑ Financial information *(need-based applicants only)*

*If you don't know your Member ID, please see below for further instructions.

HOW DO I FIND MY MEMBER ID?

If you are an initiated member of the Fraternity and don't know your Member ID, there are a few ways to obtain it:

♦ Log into Theta Portal. After you have signed in, select "My Profile" from the drop-down menu in the top right-hand corner of the screen. Your Member ID should be listed at the top of the My Profile page.
♦ Check your membership card.
♦ If you require further assistance, please call Bailyn Dupont, programs manager, at 317-876-8593, ext. 1016, during normal business hours (8:30 a.m. – 4:30 p.m. Eastern, Monday through Friday). You may also email her at bdupont@kappaalphatheta.org, but you will only receive a response during published business hours.
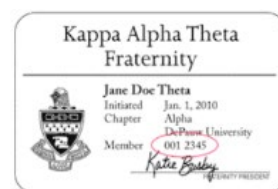
NEW MEMBERS: In general, you are welcome to submit an application before being initiated and/or receiving your Member ID. If you have been initiated but have not yet received your Member ID, please follow up with your chapter's vice president education (VPE) to ensure your initiation information has been submitted to Kappa Alpha Theta Headquarters. This will facilitate the timely assignment of your Member ID. Enter **1111111** in the application if you will not have a Member ID before the deadline. *If you will not be initiated until after March 5, 2025, please contact Theta Foundation to verify your eligibility for scholarships.*

APPLICATION TIPS & GUIDANCE

APPLICATION CATEGORY

Please use the information below to determine which Application Category you should choose: **Undergraduate or Graduate**. *Applicants who select the Undergraduate category will also be prompted to choose whether they would like to apply as a Merit-based or Need-based applicant.*

UNDERGRADUATE: Any collegian applicant who has not earned an undergraduate degree and who will pursue undergraduate-level study during the 2025-2026 academic year. **For example:** college freshmen, sophomores, juniors, and non-graduating seniors who plan to return for a fifth year of undergraduate study. *Theta Foundation considers applicants pursuing a five- or six-year professional degree program (e.g., accounting, pharmacy, etc.) to be undergraduates for the first four years of study.*

> MERIT-BASED: Any collegian applicant who will pursue an undergraduate degree during the 2025-2026 academic year and does NOT wish to be considered for need-based scholarships. *Merit-based applicants will only be considered for merit-based scholarships.*

> NEED-BASED: Any collegian applicant who will pursue an undergraduate degree during the 2025-2026 academic year, anticipates having significant financial need, and will submit all requested information on the **Need-Based Information** page of the application. *Need-based applicants will be considered for both merit-based and need-based scholarships.*

GRADUATE: Any collegian or alumna applicant who has earned an undergraduate degree OR who will pursue graduate-level study during the 2025-2026 academic year. **For example:** graduating seniors who will pursue graduate study next year, students who will pursue any level of graduate study after having completed four years (or the equivalent) of undergraduate study, and Theta alumnae, including those returning to pursue an additional undergraduate degree.

REFERENCE ELIGIBILITY

It is up to your best judgment to select an appropriate reference who meets the following eligibility guidelines. You are encouraged to consider your choice of reference in the context of a job or academic application rather than for membership recruitment purposes. *You will be evaluated on the strength of your choice of reference as well as the content of their recommendation form.*

Your reference should be your **current or former supervisor or mentor in an academic, community, professional, and/or Theta-related capacity**. In addition, ideally, your reference should be:

- Able to compellingly speak to your commitment to Kappa Alpha Theta's values (intellectual curiosity, leadership potential, commitment to service, and personal excellence);
- Able to clearly articulate specific details about your character;
- More than just a social contact

INELIGIBLE REFERENCES

An applicant with a recommendation form submitted by an ineligible reference will be disqualified, along with any applicant attempting to serve as a reference. Ineligible references include:

- ♦ Current Theta Foundation scholarship applicants
- ♦ Current Theta Foundation trustees and staff
- ♦ Current members of Theta Foundation's Scholarship Committee
- ♦ Individuals who are related to you in any way, including step-relatives

SENDING A RECOMMENDATION REQUEST

To send a recommendation request, enter your reference's contact information on the **Reference** page of the application and click "Next" at the bottom of the page. After you confirm the email address in the pop-up dialog box, SmarterSelect will send your reference an automated message with a unique link to the online recommendation form. **We recommend sending your request as soon as possible to give your reference ample time to complete and submit the form.**

Please remind your reference that Theta Foundation will only accept recommendations submitted via SmarterSelect; they should not attempt to submit a separate letter of recommendation.

MONITORING & CONFIRMING REQUEST STATUS

After sending your online recommendation form, you can monitor the status of your request in the "Request Status" section on the **Reference** page of the application.

You will receive automated email confirmations after:
1) SmarterSelect has sent an automated recommendation request.
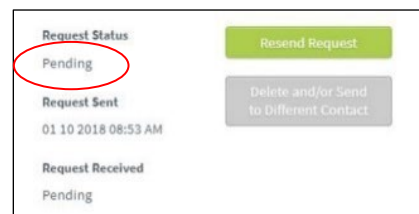2) Your reference has submitted a complete recommendation form.

If you do not receive email confirmations, DO NOT assume you have properly submitted your reference's contact information or that your reference has submitted their recommendation form.

References will only receive an on-screen confirmation message immediately after successfully submitting the form and WILL NOT receive a confirmation email. If they do not see the on-screen confirmation, they have not successfully submitted a recommendation form.

HOW WILL I KNOW IF MY REFERENCE HAS SUBMITTED THEIR RECOMMENDATION FORM?

Review the Monitoring & Confirming Request Status section above for information about verifying the status of your reference's recommendation form. You should also monitor the Request Status field in your application. Request Status options include:

- ◆ **Not Sent:** You have not yet sent a request for a recommendation to your reference. See the instructions in the Sending a Recommendation Request section above for more information.
- ◆ **Pending:** You have sent a recommendation request to your reference, but they have not yet submitted the form via SmarterSelect. See the Resending/Canceling Recommendation Requests section below for more information about resending and canceling recommendation requests if necessary.
- ◆ **Received**: The recommendation form has been successfully submitted by your reference.

RESENDING/CANCELING RECOMMENDATION REQUESTS

Applicants are solely responsible for ensuring their references submit complete recommendation forms by the deadline. To help you fulfill this requirement, consider resending the request or canceling it and sending a new one if your reference fails to submit a recommendation form in a timely manner.

RESENDING A REQUEST TO THE SAME REFERENCE

If the status of your recommendation form is "Pending" and your reference has not received SmarterSelect's automated recommendation request via email, verify you entered the correct email address and select "Resend Request."

CANCELING A REQUEST & SENDING A REQUEST TO A NEW REFERENCE

If the status of your recommendation form is "Pending" and your reference hasn't responded to your original request, OR if they cannot submit the form by the deadline, you can cancel the request and send one to a new reference:

1) Click "Delete and/or Send to Different Contact" on the **Reference** page of your application and confirm cancellation in the dialog box.

2) Enter contact information for a new reference and click "Next" at the bottom of the page.

DISCLAIMER: When you cancel your reference's recommendation request, the original recommendation form link will be deactivated and your reference will be unable to submit the form unless you re-enter their contact information and send a new request. If they have already submitted a recommendation form on your behalf, the submitted form and all entered data will be automatically deleted from SmarterSelect.

RECOMMENDATION FORM REQUIREMENTS

Your reference is required to submit Theta Foundation's online recommendation form; we will not accept separate letters of recommendation. The recommendation form requests basic information about your 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 about 30 minutes on the form. Because there is potential for unexpected issues and technological glitches, we recommend that references submit their recommendations well in advance of the deadline.

RECOMMENDATION FORM DEADLINE

The deadline for references to submit complete recommendation forms is **Wednesday, March 5, 2025, at 6:00 p.m. Eastern Standard Time**.

Theta Foundation will not accept late or incomplete recommendation forms under any circumstance. There are no exceptions to this requirement.

You will be disqualified if your reference's recommendation form is not submitted by the deadline, even if you have submitted an application. As the applicant, you are solely responsible for ensuring your reference submits a complete recommendation form by the deadline.

CUMULATIVE GPA

Follow these tips to ensure you complete the cumulative GPA section of the application correctly:

- You should complete the cumulative GPA section according to your academic experience at the institution that either **will confer your degree** or **conferred your most recent degree** (if you are an alumna returning to school).

- You should enter your cumulative GPA exactly as listed on your official transcript; please do not round or truncate.

- Please DO NOT attempt to calculate your own cumulative GPA across institutions or transcripts if you have attended multiple institutions or studied abroad. *You may be disqualified for calculating your own cumulative GPA or reporting a cumulative GPA that is not explicitly listed on an official transcript.*

- Please DO NOT attempt to submit a transcript with your application. You will only be required to submit a transcript if you are selected to receive a Theta Foundation scholarship.

- If selected to receive a scholarship, you will be instructed to submit ONE official transcript to verify the cumulative GPA entered in your application. Please ensure the number you enter matches your official transcript exactly.

- **First semester undergraduate and graduate students:** Please enter your GPA information after you receive your first-semester grades and your school calculates a cumulative GPA on your official transcript for your current degree program.

If your school or program does not report cumulative GPA on official transcripts, please select the "Other..." option in the GPA Scale drop-down and respond to the prompts that follow.

ACTIVITY ENTRIES

When entering Theta & Panhellenic service and non-Theta activities in your application, follow directions carefully and enter information in the appropriate sections. **Keep in mind that more entries can equate to more points.** So, if you're on the fence about including a position or activity in your application, include it! However, if you enter a position or activity in the incorrect section, you will not earn points for that entry.

While all applicants are permitted to include high school activities in their applications, **only freshmen are able to earn full points for high school level entries**. If you are a sophomore or above, you can only earn partial points for high school level entries. Therefore, we recommend focusing on undergraduate level activities (or above) so that you can maximize the points available for non-Theta activity entries.

WHAT IF A THETA OFFICE I 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 & Panhellenic Activities" section.

CURRENT OFFICER TITLE	FORMER OFFICER TITLE(S)
Vice President Administration (VPA)	Chief Administrative Officer
Vice President Diversity, Equity, & Inclusion (VPDEI)	Chief Diversity, Equity, & Inclusion Officer
President	Chief Executive Officer
Vice President External Affairs (VPEA)	Chief External Affairs Officer/Chief Marketing Officer/ Vice President Public Relations/Director of Public Relations
Vice President Finance (VPF)	Chief Financial Officer
Vice President Education (VPE)	Chief Learning Officer/Chief Education Officer
Vice President Operations (VPO)	Chief Operating Officer/Vice President Development
Vice President Panhellenic (VPP)	Chief Panhellenic Officer
Vice President Membership (VPM)	Chief Recruiting Officer

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; a poorly written personal statement will negatively affect your application score, and incorrect or incomplete answers may result in disqualification. Keep in mind that the narrative response fields within the application DO NOT contain spell-check.

Theta Foundation does not allow applicants to use artificial intelligence (AI) assistance or tools when completing their scholarship applications. The content of your application should reflect your own thoughts, ideas, and writing. We expect applicants to take full responsibility for the authenticity and integrity of their responses, which should be free from any AI-generated content.

WHERE CAN I GET HELP WITH WRITING MY PERSONAL STATEMENT?

There are a number of resources to help you construct a well-written response as part of a competitive submission for Theta Foundation scholarships. 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.

♦ 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 writing center and then make an appointment to go over your response with a writing center staff member.

NEED-BASED APPLICANTS: SUBMIT YOUR FAFSA

If you are a collegian applying for need-based scholarships, be sure to submit your 2025-2026 Free Application for Federal Student Aid (FAFSA) as soon as possible so you can upload a PDF of your FAFSA Submission Summary on the **Need-based Information** page of the application.

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 FAFSA Submission Summary.

HOW DO I OBTAIN MY FAFSA SUBMISSION SUMMARY?

To ensure you successfully submit your FAFSA and receive your FAFSA Submission Summary before Theta Foundation's application deadline, we recommend the following:

♦ Submit your FAFSA online. Theta Foundation encourages you to file your FAFSA electronically at www.studentaid.gov. Submitting your FAFSA online and providing a valid email address will ensure your FAFSA is processed quickly and your FAFSA Submission Summary is generated in a timely manner.

♦ If you submit your FAFSA online, you will receive an email 1-3 days after submission with instructions on how to view your FAFSA Submission Summary.

♦ You will be able to view your FAFSA Submission Summary by logging into www.studentaid.gov, navigating to your Dashboard, selecting your processed FAFSA submission, and selecting "View FAFSA Submission Summary."

♦ Please print the Eligibility Overview tab of your FAFSA Submission Summary. You should upload this information as a PDF to your application.

SUBMITTING YOUR APPLICATION

Theta Foundation will not accept late materials for any reason.

CAN I SUBMIT APPLICATION MATERIALS AFTER THE DEADLINE?

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

For Theta Foundation to review your application, we must receive two complete components by the deadline of **6:00 p.m. EST on Wednesday, March 5, 2025**:

- ◆ Application
- ◆ Recommendation form submitted by your reference

THERE ARE NO EXCEPTIONS TO THE DEADLINE.

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

You may submit your application before your reference submits their recommendation form, but your application will only be considered if both components are submitted by the deadline.
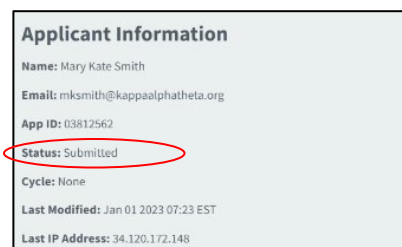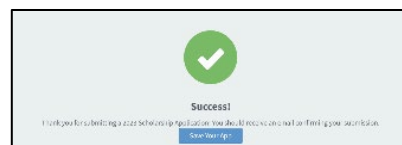
Review the Application Tips & Guidance section of this guide for information about monitoring the status of your reference's recommendation form.

CONFIRMING YOUR SUBMISSION

When you successfully submit your application, you will receive two confirmation messages:
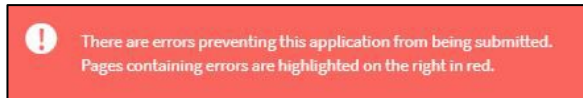
- ◆ An on-screen confirmation. You may not be able to access your submission after the deadline, so please click the Save Your App button to save a copy for your records.
- ◆ An email with a confirmation code. Please save this message for your records.

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.

Applicant Information
Name: Mary Kate Smith
Email: mksmith@kappaalphatheta.org
App ID: 03812562
Status: Submitted
Cycle: None
Last Modified: Jan 01 2023 07:23 EST
Last IP Address: 34.120.172.148

UPDATING A SUBMITTED APPLICATION

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

♦ Log into 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 Application Tips & Guidance section of this guide for information about how to update your reference's contact information if they are 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 Kappa Alpha Theta and the fraternal community through Theta and Panhellenic service

♦ Demonstrated commitment to personal excellence, professional growth, and the widest influence for good through non-Theta activities

♦ Demonstrated effort in personal statement response, a fully developed response to the prompt, and strength of writing

♦ A recommendation from a reference who is appropriate for a scholarship application, who can compellingly speak to the applicant's accomplishments, and who can clearly articulate specific details about the applicant's character

♦ Demonstrated financial need (*need-based applicants only*)

AWARD STATUS NOTIFICATION

On the first award status notification date of May 7, 2025, Theta Foundation will notify each applicant via email if they were selected as a scholarship recipient or not. Your notification will be sent to the preferred email address listed on your Theta Portal profile. You can update your contact information at any time by following the instructions in the Getting Started section 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, 2025, an alternate recipient may be selected. Alternate recipients will be notified via email on the alternate recipient notification date: June 4, 2025.

WHAT SHOULD I DO IF I DON'T RECEIVE A NOTIFICATION EMAIL ON MAY 7?

Applicants who do not receive an email notification on the first notification date should contact Theta Foundation's programs manager at bdupont@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 in the 2025 Scholarship Timeline section 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 2025 grades.** If Spring 2025 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**. There are no exceptions to the 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.

SET YOURSELF UP FOR SUCCESS

GET HELP WHEN YOU NEED IT

As you're working on your application, refer 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.

February 5, 2025 12:00 p.m. EST	Scholarship Application Help Session Webinar	Get help completing your application: https://meet.goto.com/311528549. For audio only, call 1-866-899-4679 and enter the access code 311-528-549.
February 10, 2025	Scholarship Application Instagram Q&A	Get answers to your questions via Instagram during our Q&A.
February 25, 2025 12:00 p.m. EST	Scholarship Application Help Session Webinar	Get help completing your application: https://meet.goto.com/240781589. For audio only, call 1-877-309-2073 and enter the access code 240-781-589.

TEST TECHNOLOGY

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

Need-based applicants must have access to Adobe Reader or a similar program to submit a PDF of their FAFSA Submission Summary. 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.

Your computer clock may not be precisely synched with the SmarterSelect system clock, so you should not wait until the last minute to attempt to submit your application. Theta Foundation will not accept application materials after the published SmarterSelect system deadline.

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.

QUESTIONS? CONTACT US!

For any questions not addressed in the application or this guide, please contact the Theta Foundation programs team:

Mary Kate Smith
Foundation Programs Director

mksmith@kappaalphatheta.org

317.876.8593 ext. 113

Bailyn Dupont
Foundation Programs Manager

bdupont@kappaalphatheta.org

317.876.8593 ext. 1016

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), including the day applications are due, Wednesday, March 5, 2025.