



Below you will find important information regarding our Higher Education Scholarship application. If you have any questions after looking over this document, please email scholarships@foldsofhonor.org.

The **Higher Education Scholarship** program is for spouses and dependents of service members who are enrolled, or planning to enroll, in an undergraduate program of study leading to a bachelor's degree at an accredited U.S. college, or university. Enrollment in an accredited technical or trade school program which results in a certificate or diploma are also acceptable. **No scholarship can be awarded to those pursuing a second undergraduate or graduate school degree (i.e. master's or doctorate degree). Additionally, we cannot award those seeking certification in a program if they already have a bachelor's degree.**

Eligibility Criteria and Scholarship Details:

- Applicant must be 24 years old or younger (as of March 31st of the current calendar year), and a dependent of the service member they are applying under. If the applicant is the spouse of a service member, there are no age limitations, but must currently be married to a service member who meets the criteria given below.
- Service member must have a 10% or higher **combined, service connected evaluation** from the Veteran's Administration for the dependent/spouse to be eligible to apply. ***We DO NOT use the service member's evaluation percent for compensation***
- Maximum scholarship award amount per year is **up to \$5,000 for full-time students and up to \$2,500 for part-time students, but can vary each year.** The amount an applicant is awarded is based on the "Total Unmet Need" entered in the financial need section of the application. The final award amount offered may be impacted by, but not limited to, any of the following: number of submitted, vetted, approved applications and budgeted scholarship funds available. **However, after an awardee submits the "Scholarship Acceptance", if the unmet need on the student's statement of account is less than what the scholarship payment was going to be for that term, the payment amount sent will be reduced to cover only the unmet need on the statement provided.** The remainder will be retained by Folds of Honor.
- **ALL** award amounts are disbursed in **two equal payments**; one for the fall semester and one for the spring. An awardee can elect to defer their fall payment and receive their payments for the spring and summer terms of the current academic year. **No more than \$2,500 can be disbursed per semester/term.** An awardee must complete/submit a "Mid-Year Check In" in December/January between semesters. The check-in must contain all the correct, required documents **before** the second scholarship payment will be mailed to the school. Students who elect to defer payments to spring and summer terms must complete/submit a "Summer Check In" before their final scholarship payment will be mailed to the school.
- **Required minimum semester GPA of 2.0 must be maintained** to be able to continue to receive scholarship funds. If an awardee has two consecutive semesters with a GPA below 2.0, their scholarship will be revoked.
- **Scholarship funds can only be used for the current academic year of the award**; funds cannot be carried over for use in a subsequent academic year or to pay for a previous semester/academic year.

- **Scholarship payments are sent directly to the educational institution, not the awardee. Excess funds cannot/should not be released by the school to a student.** If a student has funds remaining for a term after their balance due at the school is paid in full, and **if** the student provides the Folds of Honor Scholarship Department with a written request to be reimbursed for approved out-of-pocket expenses (along with actual receipts to document those expenses), Folds of Honor will review the request/receipts and provide the student and school with written permission to release the amount of excess funds to cover only those approved expenses. All other unused/excess funds remaining on a student's account at the end of an academic year should be returned to Tulsa Community Foundation, who writes all scholarship checks on behalf of Folds of Honor.
- **Scholarship funds are to be used for tuition, fees charged by the educational institution, on-campus room and board, meal plans, and books required for coursework. Scholarship funds cannot be used to purchase a computer or for off-campus housing – including Greek housing.**
- **Scholarship funds cannot be used to repay or reimburse for student loans taken out!** Students are responsible for notifying their school's Financial Aid Office of their scholarship award when they are notified by Folds of Honor, so the school can count the scholarship funds as a part of the student's financial aid package for the academic year. If the scholarship awardee needs a Scholarship Verification Letter on letterhead to present to the school, this can be requested (see next bullet point). This can help reduce the amount of student loans needed and/or prevent student loan funds being posted to the student's account BEFORE the Folds of Honor scholarship funds arrive at the school. If the school knows you have outside scholarship funds coming, they will use the Scholarship Verification Letter as a place holder on your account and won't drop classes due to non-payment of your account! IF our scholarship funds arrive after loans have been used to pay the student's account in full, we will not send any scholarship funds or ask that the funds be returned. This is what we consider "no unmet need".
- **Once an applicant is notified they've been selected to receive a scholarship, they must officially "accept" the offer.** When the acceptance has been submitted, the awardee can request a "scholarship verification letter" by emailing scholarships@foldsofhonor.org. We will provide a PDF verification letter that can be taken directly to the Bursar's/Business office to be used as a place-holder on the student's account until the funds arrive and prevents the threat of enrollment/classes being dropped due to non-payment of the student's account balance.
- Whether a first-time applicant or a previous recipient, **you must apply each year that you wish to be considered for scholarship funds!**

APPLICATION WINDOW: a link for the on-line application can only be found on the Scholarships page of the Folds of Honor website every calendar year from February 1st – March 31st. It is not open/available for access at any other time.

Below is a checklist of **REQUIRED DOCUMENTS WHICH NEED TO BE SAVED ELECTRONICALLY ON A COMPUTER (NOT A PHONE) AND READY TO UPLOAD INTO AN APPLICATION.** Examples of all documents may be found at the bottom of this document.

***All documents must be saved in PDF or JPEG format; if a document is multiple pages, save ALL pages as ONE file, or SAVE EACH PAGE AS A SEPARATE FILE and upload ONE PAGE PER UPLOAD BAR! Upload bars in application only hold ONE FILE per bar.**

It is applicant's responsibility to ensure all document uploads are complete (with all pages uploaded) and to ensure one page of a document isn't uploaded over another, causing incomplete documentation in the application! Document uploads can be reviewed by an applicant at any time during the application process and PRIOR to submission. These documents are used to verify information entered in the application and ensure accuracy of the data.

Required Document Checklist



Document #1: Service Member "Proof of Service": copy of service member's most current or final DD214 with correct branch, rank and character of service on it. **IMPORTANT: if your service member is fallen, you will need a copy of their DD1300 in place of a DD214. If the service member is in the Guard or Reserves and their most recent DD214 doesn't reflect their current rank, you may use the additional upload bar to provide a copy of the front of the service member's military ID to verify the accurate rank.** This document is used to verify the service member's full name, branch of service, rank, years of service, decorations (specifically Purple Heart) and character of service.



Document #2: Service Member "Proof of Disability": copy of service member's VA Benefits Summary Letter from the current calendar year for verification of combined, service connected evaluation by the VA (example below along with instructions for how to log in to ebenefits.va.gov to obtain a copy of this letter if you don't have one from the current calendar year). This is the ONLY document we will accept to verify the service member's disability rating. MED, PEB or other VA letters will not be accepted. **IMPORTANT: if service member is fallen, you may upload a copy of their DD1300 in place of the VA Benefits Summary Letter. *IF the service member passed away after separating from the service, you must provide a copy of their state-issued death certificate in place of the VA Benefits Summary Letter. Additional documentation to verify a disability rating prior the service member's passing may be requested as well.** This document is used to verify the service member's classification as well as their combined service connected evaluation (disability rating) from the VA.



Document #3: Spouse or Dependent "Proof of Dependency": If a dependent child, you need a copy of your state-issued birth certificate (which has the service member's name on it as one of your birth-parents) OR a copy of the FRONT AND BACK of a current, dependent military ID, showing the service member you are applying under as your sponsor. If you are a step-child, adopted child, or the ward of a legal guardian and DO NOT have a current, dependent military ID tying you to the service member, you must provide a copy of your state-issued birth certificate **AND** a legal document verifying **ONE of the following** 1.) marriage of a birth parent to the service member (state-issued marriage license), 2.) adoption by the service member **OR**, 3.) official transfer of guardianship to the service member.

If the spouse of the service member, you need a copy of your state-issued marriage license to the service member OR a copy of the FRONT AND BACK of a current, spouse military ID. This document is used to verify relationship/dependency to the service member you are applying under, applicant's full legal name as well as verification of date of birth.

Applications completed AND submitted between February 1 and March 31, 2018, will be for the 2018-19 academic year. **Folds of Honor will begin to notify all applicants of the final status of their Higher Education Application via email the week following the July 4th holiday.** Once an awardee completes and submits the "Scholarship Acceptance" section on their application dashboard (with all the correct, required document uploads), it takes approximately 14-21 business days to put a check in the mail to the school. If you have questions, please email scholarships@foldsofhonor.org.