



## Walmart Associate Scholarship Program Guidelines

The Walmart Associate Scholarship Program is administered by ISTS on behalf of the Walmart Foundation. Walmart Associate Scholarships cannot be offered to every applicant who meets the eligibility requirements below. Only ten percent of all eligible applicants will be awarded a scholarship.

Once an applicant is chosen as a scholarship recipient, funding may be renewed over a period of six years or until the degree or certificate for which the scholarship was awarded has been attained, whichever comes first. Funding is subject to the annual limits described below. In no event may funding to an individual for one degree program exceed \$16,000. The process to renew the scholarship is flexible, allowing scholars the opportunity to request funds in alignment with their academic schedules, up to the yearly funding cap for their chosen degree or certificate program.

**The Walmart Associate Scholarship is intended for associates who have earned a high school/home school diploma or GED.**

### Applicant Eligibility

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

- Must be a U.S. Citizen or Permanent Legal Resident of the United States.
- Must be employed part-time or full-time with any division of Walmart for at least six consecutive months prior to the application due date for the award period in which the associate is applying (see chart below).
- Must have graduated high school/home school, have obtained a GED or be a graduating high school senior who intends to enroll in a college or university upon graduation.
- If applying as a graduating high school senior, must wait to apply until you are within 6 months of starting your college courses.
- Must have financial need and be able to demonstrate the need with the required documents. (Note: Associates with other funds that pay entirely for tuition, books, fees and on-campus room & board are not eligible.)

Associates are eligible to apply for and receive a Walmart Associate Scholarship for any degree or certificate pursued, as long as they meet all eligibility requirements. Only one Walmart Associate Scholarship can be awarded per degree or certificate.

### Academic Requirements

An associate must have graduated high school/home school or obtained a GED before applying, or be a graduating high school senior who is within 6 months of starting college courses.

### Application Periods

There are 4 quarterly application periods in a single Walmart Fiscal Year (Feb. 1-Jan. 31):

Application Launch Date	Application Due Date (11:59 p.m. Central time)	Scholarship Award Notification Date
February 1, 2017	March 1, 2017	April 15, 2017
May 1, 2017	June 1, 2017	July 15, 2017
August 1, 2017	September 1, 2017	October 15, 2017
November 1, 2017	December 1, 2017	January 15, 2018

## Funding Levels per Award Period

American Public University (APU)	Associate's Degree or Certificate Program	Bachelor's Degree* or Graduate Degree
3-6 credit hours = \$500	3-6 credit hours = \$500	3-6 credit hours = \$750
7-11 credit hours = \$750	7-11 credit hours = \$750	7-11 credit hours = \$1,125
12+ credit hours = \$1,000	12+ credit hours = \$1,000	12+ credit hours = \$1,500

\* includes Bachelor's Degree courses taken at community/junior colleges

## Funding Limits per Walmart Fiscal Year (Feb. 1-Jan. 31)

- Certificate Program (undergraduate or graduate): Up to \$1,500 within a single Walmart Fiscal Year
- Associate's Degree: Up to \$2,000 within a single Walmart Fiscal Year
- Bachelor's Degree: Up to \$3,000 within a single Walmart Fiscal Year
- Graduate Degree: Up to \$2,000 within a single Walmart Fiscal Year

## Scholarship Payments

- Checks are issued by ISTS.
- Checks are made payable to and mailed directly to the accredited college or university last designated by the student.
- First-time scholars are required to:
  - Complete the online Scholarship Acceptance form within 30 days of award notification (as indicated on the table above). Instructions and specific deadlines will be emailed to winning associates.
  - Be actively enrolled, complete an online Payment Request form and upload a class schedule within 6 months of award notification to remain eligible. The class schedule must include the following information:
    - Scholar's first and last name
    - Name of the institution where the funds should be sent
    - Course schedule for the semester/term for which the scholar is seeking funding
    - Total number of credit hours scholar is scheduled to take during the semester/term for which he/she is seeking funding

**Note:** The information above must be part of the original document and cannot be handwritten.

- Subsequent payments will be issued only when all renewal conditions have been met (see "Renewal Support").
- Checks will be issued only after the recipients submit the online Scholarship Acceptance form, complete a Payment Request and provide a valid class schedule.
- It is the recipient's responsibility to notify ISTS should the scholarship check not arrive at the institution within 30 days of the issue date.

Funds can only be applied toward postsecondary education expenses at an accredited institution offering technical or undergraduate/graduate certificate programs, or undergraduate/graduate degrees. Funding can be used for tuition, books, fees and on-campus room & board. Funds may be applied to credit-bearing overseas study programs that are recognized by your home institution. Scholarship payments will be made to the home institution for study-abroad programs.

## Conditions of Award

- The associate must be employed by a division of Walmart on the date that the award is announced.
- If the associate leaves Walmart after the scholarship is awarded, the former associate remains eligible to renew that particular scholarship, provided all other eligibility requirements are met. The former associate may continue at APU (if that is where the associate had been attending) but will no longer be eligible for the Lifelong Learning Discount for the renewal periods after leaving Walmart's employment.
- If, at any time, an associate receives funding from another source that covers full tuition, fees, books, and on-campus room & board for the same award period covered by this scholarship, the student is no longer eligible to receive Walmart funding and will relinquish the scholarship.
- Barring illness, emergency, or military service, associates must be enrolled for a minimum of 2 award periods (beginning with the first full fiscal year) within a single Walmart Fiscal Year (Feb. 1-Jan. 31) in order to retain the scholarship.

## College/University Eligibility

The institution of enrollment must be an approved, accredited postsecondary institution of higher education listed on the official website of the U.S. Department of Education (<http://ope.ed.gov/accreditation/Search.aspx>). Scholarships cannot be applied to educational expenses at military academies.

## Scholar Responsibilities

- The scholar must be employed within a division of Walmart at the time of the award.
- Scholars are required to enroll, complete a Payment Request and provide a valid class schedule **within 6 months** of the date they are notified of the award to remain eligible.
- The scholar must be enrolled in a minimum of 3 credit hours in the term for which they seek funding.
- Beginning with the first full Walmart Fiscal Year (Feb 1-Jan. 31) after being awarded, scholars must renew their scholarship at least 2 times during each fiscal year. Scholars can continue to renew until the degree or certificate has been awarded, the funding limit has been reached, or the six-year time limit has lapsed, whichever comes first.
- Scholars will receive an email when the award check is mailed to the institution.
- It is the responsibility of the associate to contact the educational institution to make sure the funds have been received and to notify ISTS if the funds have not been received within 30 days of mailing.
- Scholars are responsible for notifying ISTS immediately of term progress, changes in institutions or contact information.
- Scholars must maintain an active email address and keep ISTS informed of any email address changes. This is the method that ISTS will use to communicate with the scholar regarding renewals.

## Renewal Support

To be eligible to renew, scholars **must**:

- Complete an online Payment Request.
- Provide a current **transcript or grade report** that shows a term GPA of 2.0 or higher from your most recently funded semester/term(s).
- Provide a **class schedule** indicating enrollment for at least 3 additional credit hours in an upcoming semester/term.

To remain eligible to renew, scholars **must**, beginning with the first full Walmart Fiscal Year (Feb 1-Jan. 31) after being awarded, renew their scholarship at least 2 times during each fiscal year. Scholars can continue to renew until the degree or certificate has been awarded, the funding limit has been reached, or the six-year time limit has lapsed, whichever comes first.

***Associate scholars may receive only one Walmart Associate Scholarship per degree or certificate sought and may not be in receipt of two awards simultaneously. If a scholar changes their degree type, completes the degree/certificate, reaches the overall maximum funding limit, or reaches the six-year time limit (whichever comes first), they are no longer eligible to renew the scholarship and must reapply for a new award. Eligible associates may apply for scholarship support for an unlimited number of certificates or degrees in succession.***

## Questions

For additional information regarding the scholarship program [click here](#) or call toll free (800) 311-6823. Our offices are open Monday through Friday from 8:00 AM to 5:00 PM Central.

The Walmart Foundation reserves the right to alter or discontinue this program at any time without notice.