



## Walmart Associate Scholarship Renewal Guidelines

The process to renew the Walmart Associate Scholarship is flexible, allowing scholars the opportunity to request funds anytime within the Walmart Fiscal Year (Feb. 1-Jan. 31) when it works with their institution’s schedule, up to the yearly funding cap for their chosen degree or certificate program.

### Renewal Support

Each time they wish to renew their scholarship, scholars **must**:

- Complete an online Payment Request
- Upload a current transcript or grade report that shows a term GPA of 2.0 or higher from your **most recently funded semester/term(s)**
- Upload 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, 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.

### Supplemental Documents

In addition to completing the online Payment Request, scholars must submit the following materials to ISTS each time they renew:

**Class Schedule** – must be a document from the scholar’s institution that includes **all** of 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.

**Transcript/Grade Report** – an unofficial transcript can be accepted as long as it includes the following information:

- Scholar’s first and last name
- Name of the institution where the scholar completed his/her most recently funded coursework
- Final grades, credits and GPA for coursework taken during the **most recently funded semester/term(s)**
  - A final grade report may be submitted along with the transcript if the final grades for the scholar’s most recently funded coursework do not appear on the transcript

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

### 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

***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.***

### **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 scholar.
- Scholars must complete the online Payment Request and provide all required supplemental documentation. Renewal funds will be issued only after all requirements to renew the scholarship have been met.
- It is the scholar'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.
- 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.
- The scholar 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.

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

**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.