REACH
KFC EDUCATIONAL GRANT PROGRAM®

2018 Spring KFC Foundation REACH Grant Program

Frequently Asked Questions

Who is eligible to apply?

To be eligible for this award, you must:

- be a KFC U.S. Restaurant employee. Restaurant General Managers, Assistant Managers, Shift Supervisors, and Team Members may apply.
- be a current high school senior, a high school graduate or equivalent (regardless of when you graduated), a current undergraduate or graduate student, or a trade/vocation school student. Students of any age may apply.
- have a minimum 2.5 cumulative grade point average (GPA) on a 4.0 scale.
- be employed at a KFC U.S. restaurant that is participating in the KFC Foundation's 2018 Cole Slaw Donation Program. All KFC Company Restaurants are in the program. Not all franchisee-owned restaurants participate. If your restaurant is listed on the application, you are eligible. If your restaurant is not listed, please see the **My KFC Restaurant is not listed on the application** section of the FAQs for further instructions.

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- enroll either full-time or part-time in the 2018 fall term and earn a minimum of 12 credit hours during the 2018-19 academic year at an accredited two- or four-year college, university, or trade/vocational school.
- be employed at a participating KFC Restaurant at the time that REACH Grant recipients are announced in late May 2018.

Note: There will be two application periods per calendar year. You are only eligible to win one time per calendar year.

When is the application deadline?
March 29, 2018

What is the Program timeline?
- Application Opens: February 1, 2018
- Application Deadline: March 29, 2018
- Grant Recipients Notified: Late May 2018
- Grant Checks Issued: July 2018

What are the selection criteria?
An independent selection committee will evaluate the applications and select the recipients considering:
- Timeliness (all application and grant acceptance requirements completed by the deadline)
- Completeness of application (including required transcripts, documents and forms)
- Adherence to all eligibility criteria
- Response to a short answer question
- Those selected as winners will be required to upload a video to remain eligible to receive an award.

Decisions of the selection committee are final and are not subject to appeal. No application feedback will be given.

What are the details of the award?
- Multiple REACH Educational Grants in the amount of $2,000 will be awarded to new winners who are Team Members or Shift Supervisors.
- Multiple REACH Educational Grants in the amount of $2,500 will be awarded to previous REACH Grant winners who are Team Members or Shift Supervisors.
- Multiple REACH Educational Grants in the amount of $3,000 will be awarded to Assistant Managers and Restaurant General Managers.
- Grant funds may be used at any accredited two- or four-year college, university, or trade/vocational school in the United States.
- Recipients have the option to receive $500 of their award via a scholarship with Chegg.com, where they can rent or purchase textbooks at a significant discount, access supplementary study materials through *Chegg Study*, and get online tutoring with Chegg Tutors.
- REACH Educational Grant funds are to be applied towards tuition, required fees and textbooks for the 2018-19 academic year.
  - Once all eligible expenses (tuition, required fees and textbooks) have been paid, any remaining REACH Grant funds may be used for computers, school supplies, parking fees, transportation expenses and childcare up to the total amount of your grant. You must e-mail a letter to ISTS at KFCReach@applyISTS.com requesting your remaining funds and attach proof that all eligible expenses have been paid. You must also advise your school to return the unused funds to International Scholarship & Tuition Services (ISTS). Once ISTS has received your letter and proof of paid expenses and confirmed that the funds have been received from your school, your request will be sent to KFC for approval. If approved, ISTS will issue a check made payable to you. PLEASE NOTE: You must still be an active student enrolled in classes to receive funds not used by your school.

- Students may transfer from one institution to another and retain the award. However, it is the student's responsibility to ensure unused funds are returned to the scholarship provider. Funds cannot be re-issued to a new educational institution until unused funds have been returned.

Are there other awards available?
The KFC Foundation will also award the Janet L. Kuhn Scholarship. It will be awarded to two restaurant employees each year (one employee per application period) via the existing REACH Educational Grant Program® process. The scholarship, in the amount of $1,000, will be given to a REACH Educational Grant winner in addition to their initial grant award. Applicants interested in being considered for the award will complete an essay during the application process.

Is this scholarship renewable?
No, but recipients may reapply for funds each year as long as they continue to meet the eligibility criteria.

My KFC Restaurant is not listed on the application. How do I find out if my location is participating in the program?
Email KFCReach@applyISTS.com with the following information:
- Restaurant ID
- Restaurant State
- Restaurant City
- Restaurant Address
- Restaurant General Manager's Name
- Restaurant General Manager's Email

You may continue filling out your application and return later to select the store.
Please allow 10 days for the store eligibility to be checked. If it is eligible, it will be added to our database and displayed online.

Which school should I list on the application if I have not made a final decision?
You should list your first choice on the application.

How do I change my college choice?
You may update your final school choice on the **My Profile** page at https://aim.applyISTS.net. If you are chosen to receive an award, it will be your responsibility to make sure your college is updated at least 30 days prior to the check issue date stated in the award notification so your check can be issued accordingly. This will not update any application or acceptance forms; however, all awards are issued based on the **My Profile** page.

How do I know if my application is complete?
Allow five to seven business days after uploading documents for your online status to update. You may monitor the status of your application on your home page at https://aim.applyISTS.net.
- **Started**: items are needed or are being processed. To see the items, click the grey or yellow 'Started' tile next to the application title. This will open another box listing all required items and the current status of each.
- **Complete**: all required forms and attachments (if applicable) have been received and your application will be considered for the scholarship.

You may also monitor the status of your attachments and recommendations (if applicable).
- **Not Received:** the attachment has not been received.
- **Not Started:** the form has not been requested or started.
- **Requested**: the form request has been created, but the form has not been started.
- **Processing**: the attachment has been received and is being reviewed.
- **Rejected**: the attachment was not accepted and has been rejected.
- **Accepted:** the attachment has been verified and accepted by ISTS.

It is the responsibility of the applicant to monitor the progress of all application requirements to make sure the application is complete. The status **Complete** will display on the home page when all forms have been submitted and all documents have been verified.

I uploaded a document that no longer displays on my application. Do I need to submit it again?
There are two situations where your attachment might not upload:
- You upload a file with the same name as one that has already been accepted.
- You upload a file with the same name as one that is waiting to be processed.

Example: You upload your school transcript file and then try to upload the same file with the same name for your test scores requirement because your scores were on it. You simply need to rename the file in order to upload it again so that it may be processed as your test scores.

How do I upload more than one file at a time?
You may create a .zip file containing more than one file as long as everything included is in an acceptable format (i.e. .**pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp and .xps.**)

How do I create a .zip file?
To use this format, follow the steps outlined below:
1. Create a new folder on your Desktop, name it the document type you will be uploading. For example, Test Scores, Transcript, or Financial Documentation.
2. Move all the pages you wish to upload into the new folder.
3. Right click on the document from your Desktop:
   a. PC Users: select "Send to," followed by "Compressed (zipped) folder."
   b. Mac Users: select "Compress '[folder name]'."
4. Your new **.zip** file will be located on your Desktop, ready to upload.

What is the difference between Official and Unofficial Transcripts?

Official transcripts must be obtained through your high school administration office, or your college registrar office. These transcripts are normally printed on official letterhead and/or state that they are official. These may contain a signature.

*Note: Your official transcript may come to you in a sealed envelope, stating it will become unofficial if opened. When scanning or copying your official transcripts, a watermark <u>may</u> appear noting they are now unofficial. **Despite any watermarks or sealed envelopes, you may open the envelope if needed to upload the document. These documents will still be considered official for our purposes.** When scanning or copying, you do not need to include a copy of the sealed envelope.*

Unofficial transcripts may be accessed through your school's online student portal. These pages must still be converted to one of the acceptable file formats. There are free tools available that will allow you to save various documents (including web pages) as a PDF. Unofficial transcripts must contain your name and the school name and contact information.

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What are the Dos and DON'Ts of uploading documents to my application?

DO:
- Upload in the correct file format.
- Only upload the requested documents.
- Black out any Social Security numbers on the documents you are uploading. This is not required, but advised.
- Return to your Home page at https://aim.applyISTS.net to verify your documents have been accepted.

DON'T:
- Upload a **Microsoft Word™** document (.doc, .docx).
- Upload more than the requested documentation.
- Assume your documents are correct and accepted once you have uploaded them. Upload a document stating you are mailing your documents.
- Assume the required document does not pertain to you. If the application states the document is required, your application will remain incomplete if you do not provide that document.
- Password protect your uploaded documents. Password protected documents will be rejected.

Where and when should I send my supporting documents?
The required supporting documents must be uploaded to your online application by the application deadline. If you do not follow the upload instructions exactly, your application may not be considered. Documents that meet the criteria required for the scholarship application, and are uploaded by the deadline, will be processed and considered on time.

How and when will I receive notification?
- Notifications are sent to recipients and applicants not selected to receive an award **via email** by the end of May. For recipients, an **Acceptance** link will be displayed on the home page following the notification.
- Add donotreply@applyISTS.com, contactus@applyISTS.com, KFCReach@applyISTS.com, and foundation@kfc.com to your email address book or "safe senders list" to ensure these important emails are not sent to your junk mail folder.
- **Do not 'opt out' of any email sent from donotreply@applyISTS.com, contactus@applyISTS.com, KFCReach@applyISTS.com, or foundation@kfc.com. You may not receive vital information regarding your scholarship applications.**

Note: All correspondence regarding your application and award status will be electronic and sent to you personally via the email address you provide on your application. Your email address will only be used to communicate with you about your scholarship applications or other opportunities administered by ISTS for which you may be eligible to apply. We will not provide your email address to any third parties.

What are my responsibilities if I am chosen as a recipient?
You must enroll as a full-time or part-time student in the fall of 2018, earn at least 12 or more credit hours during 2018-19 the academic year (including summer), continue the entire academic year without interruption unless approved by scholarship sponsor, deliver your scholarship check(s) to the proper office at your institution, and notify ISTS should your check not arrive within 30 days of the issue date.

How and when are checks issued?
Checks will be issued on or around July 11, 2018 to each recipient's mailing address and made payable to the institution on the profile page.

Are scholarships taxable?
Tax laws vary by country. In the United States, scholarship funds used exclusively for the payment of tuition or textbooks are normally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against his or her scholarship award. We recommend consulting your tax advisor for more guidance. You may also click here to consult IRS Publication 970 for further information.

Program Administration
To ensure complete impartiality in selection of recipients and to maintain a high level of professionalism, the KFC Foundation's REACH Educational Grant Program is administered by International Scholarship and Tuition Services, Inc., a firm that specializes in managing sponsored scholarship programs.

Questions
For additional information regarding the scholarship program you can email KFCReach@applyISTS.com or call toll free (855) 670-ISTS (4787). Our offices are open Monday through Friday from 8:00 AM to 5:00 PM Central.