

## 2019 Academy Scholarship

### Frequently Asked Questions

[Who is eligible to apply?](#)

[When is the application deadline?](#)

[When is the recommendation deadline?](#)

[Should I submit all of my information before I request a recommendation?](#)

[What is the Program timeline?](#)

[What are the selection criteria?](#)

[What are the details of the award?](#)

[Is this scholarship renewable?](#)

[Which school should I list on the application if I have not made a final decision?](#)

[How do I change my college choice?](#)

[How do I know if my application is complete?](#)

[I uploaded a document that no longer displays on my application. Do I need to submit it again?](#)

[How do I upload more than one file at a time?](#)

[How do I create a .zip file?](#)

[What is the difference between Official and Unofficial Transcripts?](#)

[What are the DOs and DON'Ts of uploading documents to my application?](#)

[Where and when should I send my supporting documents?](#)

[How and when will I receive notification?](#)

[What are my responsibilities if I am chosen as a recipient?](#)

[How and when are checks issued?](#)

[Are scholarships taxable?](#)

[Who administers this program?](#)

[Who do I contact if I have other questions?](#)

---

### Who is eligible to apply?

Applicants must meet **all** of the following criteria to be eligible for this scholarship:

- Be currently enrolled and graduating in the Spring or Summer of 2019, from one of the Simon Youth Academies located in Simon® malls and/or other locations identified by SYF

**OR**

- Be a recent graduate of a Simon Youth Academy (Fall 2018 graduate)

### AND you must

- Plan to enroll in an accredited two or four-year college, university, vocation/technical, or trade school full-time in the Fall 2019 semester
- Attend the Academy graduation ceremony if selected as an Academy Scholarship recipient

*Employees or family members of employees of Simon Property Group and affiliated partners are not eligible for this program.*

### When is the application deadline?

**February 20, 2019 at 11:59 PM**

### **When is the recommendation deadline?**

There is a recommendation component for this application. Your recommendation should be submitted by a teacher or member of the community who is familiar with your academic performance and community involvement. The deadline for recommendations to be submitted is **February 27, 2019 at 11:59 PM.**

### **Should I submit all of my information before I request a recommendation?**

No. You should request a recommendation as early as possible to ensure there is sufficient time for the recommendation to be submitted by the deadline.

### **What is the Program timeline?**

- Application Opens: August 15, 2018
- Application Deadline: February 20, 2019
- Scholarship Recipients Notified: at Academy graduation ceremonies
- Scholarship Checks Issued: July 15<sup>th</sup> for fall and December 1<sup>st</sup> for spring

### **What are the selection criteria?**

An independent selection committee will evaluate the applications and select the recipients considering:

- Recommendation
- Essay contents
- Academic Promise
- Work experience, extracurricular activities/leadership, and community involvement
- 

*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?**

- Two-Year recipients are eligible for up to \$4,000 per year, up to two years.
- Four-Year recipients are eligible for up to \$8,000 per year, up to four years.
- A select number of the top applicants amongst all academies will be eligible for the Best of the Best Award. This award is up to \$10,000 per year for up to four years.
- The scholarships will be applied to tuition, fees, books, supplies and equipment required for course load at **accredited, nonprofit two- or four-year colleges/universities in the United States.**
- Students may transfer from one institution to another and retain the award however, if a student is awarded a four-year scholarship but attends a two-year school, their award amount will be reduced.

### **Is this scholarship renewable?**

Yes. Four-year awards are renewable for up to three (3) years or until a bachelor's degree is obtained, whichever occurs first. Two-year awards are renewable for one (1) additional year or until the Associate's degree is obtained, whichever occurs first. Students must remain in good academic standing, as defined by the Institution. Awards are for undergraduate study only. To be considered for renewal, your application must be completed by the deadline. Failure to do so may result in the withdrawal of the scholarship award and all remaining renewals (if applicable).

### **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 your status of your application on your home page at <https://aim.applyISTS.net>.

- **Not Started:** the form has not been requested or started.
- **Started:** the form has not been submitted and will not be considered.
- **Submitted:** the form has been submitted but is not Complete.
- **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 either not been received or has been rejected.
- **Requested:** the form request has been created, but the form has not been started.
- **Processing:** the attachment has been received and is being reviewed.
- **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?

Previously uploaded documents that are no longer displayed with a status on the home page have been rejected. The most common reasons for a rejected document are as follows:

- The document uploaded is not one of the accepted file types: **.pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp and .xps.**
- The document uploaded was not the document requested.
- Not all pages of the document were contained in the file.
- We cannot open the file. The file may be corrupted, or password protected.

Refer to the upload section of your application for the details of the required documents and upload a new file that meets the criteria stated.

*Please note that if your document is rejected after the application deadline, you will not receive an email notification from ISTS to upload a new document. It will be your responsibility to check the status of the upload on your homepage and reach out to ISTS if your document was rejected.*

### 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 may 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.

### **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.

**Mailed documents are no longer accepted.**

### **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 June. For recipients, an **Acceptance** link will be displayed on the home page following the notification.
- **Please be sure to use an email address that you check regularly. All communications regarding your scholarship application will be sent via email.**
- Add [donotreply@applyISTS.com](mailto:donotreply@applyISTS.com) and [contactus@applyISTS.com](mailto:contactus@applyISTS.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 or contactus@applyISTS.com. You may not receive vital information regarding your scholarship applications.**

*Note: 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 undergraduate student in the fall of the year in which the scholarships are awarded, 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?**

Fall checks will be mailed to your home address, as indicated in your profile, and made payable to your College/University **on/about July 15**. Spring checks will be mailed **on/about December 1**.

**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 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 email [SYF@applyISTS.com](mailto:SYF@applyISTS.com) or call toll free (855)-670-ISTS (4787).