2020-21 Walmart Associate Scholarship
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Program Overview

The Walmart Associate Scholarship is available to associates (employees) participating in Walmart's Lifelong Learning Program through American Public University and for associates pursuing a postsecondary education at an institution of higher education that is located in the U.S. and is accredited and listed on the official site of the U.S. Department of Education. Regardless of whether an associate is enrolled in APU or another accredited institution, eligibility requirements and maximum annual award amounts are the same for all educational institutions.

IMPORTANT:
As more and more scholarship programs are made available to the public, and as Walmart has transformed its educational offerings with Live Better U, the Walmart Foundation has made the decision to discontinue the associate and dependent scholarship program effective February 1, 2021. Since inception, only about 10 percent of applicants to the program received scholarships due to IRS requirements. The Walmart Foundation will continue to focus on strategic grantmaking to organizations.

Calendar year 2020 is the final year that new applications will be accepted for the Walmart Associate Scholarship. The application process will continue to be offered in the first month of each quarter; after Q4 (November 2020), the process will close to all new applicants. We will continue to honor all existing scholarships, as well as those granted during FY2021, through completion of degree or for up to six years (whichever comes first), provided scholars continue to meet all renewal qualifications.

We also encourage associates to check out Live Better U for additional educational opportunities.

Who is eligible to apply?
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 be employed and active at the time awards are offered.
- 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 and board are not eligible.)

Note: Walmart Associates who are also the dependent of a Walmart Associate (parent/guardian) may apply for both the Associate and Dependent Scholarship programs but may only accept an award in one program for the duration of their undergraduate degree.

If I've received a Walmart Associate Scholarship, am I eligible to receive another?
Eligible associates may receive scholarship support for an unlimited number of degrees or certificates but *may only receive one Walmart Associate Scholarship per degree or certificate sought*. Once scholars have completed the degree or certificate program for which they were awarded the scholarship, they must go through the application process again and compete for a new scholarship to apply money to a new degree or certificate plan.

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Where can I find the Walmart Associate Scholarship program guidelines?

The guidelines are available at www.walmartfoundation.org/scholarships or on the WIRE:
Me@Walmart > Walmart Foundation > Scholarship Programs.

How many times a year can an associate apply for a Walmart Associate Scholarship?

Associates can apply during each of the 4 award periods during a single Walmart Fiscal Year (Feb. 1-Jan. 31) or until a scholarship is awarded. Only one scholarship can be awarded for each degree or certificate sought.

I'm a new associate. When am I eligible to apply?

You must be employed as a part-time or full-time associate for a minimum of six consecutive months prior to the applicable application deadline.

When are the application submission deadlines?

Please refer to the table below:

Application Launch Date	Application Due Date (11:59 p.m. Central time)	Scholarship Award Notification Date	Scholarship Award Acceptance Deadline
February 1, 2020	February 28, 2020	April 15, 2020	May 15, 2020
May 1, 2020	May 29, 2020	July 15, 2020	August 14, 2020
August 1, 2020	August 31, 2020	October 15, 2020	November 16, 2020
November 2, 2020	November 30, 2020	January 15, 2021	February 15, 2021

Is this award renewable?

Yes. The maximum award amount for the Walmart Associate Scholarship is $16,000 over a period of 6 years. 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. Once any of those conditions is met, the scholarship is considered finished.

Who administers this Program?

To ensure complete impartiality in the selection of recipients and to maintain a high level of professionalism and security, the program is administered by International Scholarship and Tuition Services, Inc. (ISTS), a firm that specializes in managing sponsored scholarship, grant, tuition assistance, and tuition reimbursement programs.

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Application Details

What supporting documentation is required for this application?

- Copy of your most recent federal tax return (IRS Form 1040 - first two pages only)

Where and when should I send my supporting documents?

All 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 remain incomplete. Documents that meet the criteria required for this application that are uploaded by the deadline will be processed and considered on time.

Upload FAQs

What should be visible on my documents?

All uploaded documents **must** show your name. If you are using an online portal to access your required documentation and all that is visible is the salutation and your first name (Example: Welcome Joe!), this will meet the name requirement.

What are the acceptable file types?

The only acceptable file types are **.pdf, .tif, .png, .jpeg, .jpg, .bmp** and **.xps.** Any other formats will not be reviewed, and your application will remain incomplete. You may upload multiple files within a .zip file. All files within a .zip file must be in one of the acceptable file types listed above.

Why can't I upload a Word document?

ISTS does not accept any file format that is editable.

One of the documents I uploaded has a status of Rejected. What do I do now?

Review the reason your document was rejected. Once you have corrected that issue, upload a new copy of your document.

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 file type of **.pdf, .tif, .png, .jpeg, .jpg, .bmp** and **.xps.** Do not upload additional documentation that is not requested. It will not be reviewed.

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 (e.g. Transcript or Financial Documentation).
2. Move all the files you wish to upload into the new folder.
3. Right click on the folder 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.

How long does it take to process my uploaded documents?

Documents are processed daily. Your document will be processed within five (5) to seven (7) business days. If your document was uploaded prior to the deadline, it will be considered. However, it is your responsibility to monitor your **Home page** to ensure your document is **Accepted**.

The deadline has passed, and my documents are still Processing, what does that mean?

All documents must be reviewed for the required information and for accuracy. All documents uploaded prior to the application deadline will be reviewed and considered. It is your responsibility to monitor your **Home page** to ensure your document is **Accepted**, and that your application status reads **Complete**.

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

DO:

- Upload one of the accepted file types.
- Only upload the requested and required documents.
- Black out any Social Security Numbers. *This is not required, but highly advised.*
- Return to your **Home page** to verify your documents have been **Accepted**.

DON'T:

- Upload a Microsoft® Word document (.doc, .docx) or any other format we don't accept.
- 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. Contact us if you are having trouble providing a required document.
- Password protect your uploaded documents. Password protected documents will be rejected.
- Upload any file that has a viewing expiration date.

Notifications

How will I be notified about the status of my application?

Notifications are sent primarily via email to the email you used to create your account. Some programs offer text and voice notifications. **Ultimately, it is your responsibility as the applicant to verify your application status on your Home page is Complete.**

How do I know that my application has been properly submitted?

When you submit your application, you will see a message stating that you have successfully submitted your Walmart Associate Scholarship application; in addition, you will receive a confirmation email once your application is successfully submitted.

What notifications will be sent to me?

- Deadline Reminders: Deadline reminder emails are typically sent two (2) weeks and one (1) week prior to the application deadline.
- Selection Results: Selection results notifications are sent to all **Complete** applicants.
- Renewal Reminders: If awarded, you will receive a renewal reminder twice per Walmart Fiscal Year.
- Funds Disbursed: Once your funds have been issued, you will be notified.

Your information is never sold to any third party for marketing purposes.

Who will notifications be sent from?

You will receive notifications from two (2) possible ISTS email addresses: donotreply@applyISTS.com and walmartassociate@applyISTS.com. You should add both of these email addresses to your "safe senders list" to ensure important emails are not sent to your spam or junk folder.

When will I receive notifications?

Notifications vary by program based on the Program timeline. Refer to the Program timeline listed above for more specific information. Typically, deadline reminders are sent two (2) and one (1) week prior to the application deadline.

Can I opt out of notifications?

While you can opt out of notifications, this is not advised. It is your responsibility as the applicant to ensure your application is **Complete**. If you opt out of notifications, you will not receive deadline reminders, selection results, or renewal instructions. **Your information is never sold to any third party.** The only emails you will receive from ISTS are directly related to your application and, *possibly,* other scholarship opportunities.

Application Status

How do I know if my application is Complete?

Complete applications will have a green COMPLETE button, as shown below:

If your application status has a grey or orange STARTED button as shown below, click the button to view the status of each individual requirement.

As the applicant, what are my responsibilities?

It is your responsibility to make sure your application is **Complete**. Your online application form must be **Submitted** by 11:59pm Central time on the deadline for the award period for which you are applying, and all required documents uploaded and **Accepted**.

How do I use my Home page to verify my application status?

When you log in to your **Home page**, you will see all applications listed. Each application will have an overall status button visible to you.

A grey STARTED button means you have not submitted your online form. An orange STARTED button means you have submitted the online form but you are either missing required items for the application, or your documents are still processing.

When you click the status button, you will see the more detailed status. This will show you the status of each individual required portion of the application. For more details on your **Home page**, review the **Home Page Tutorial** section.

The deadline is tomorrow, and it takes 5-7 days to process. Will I make it?

As long as your documents were uploaded prior to the application deadline, they are considered. You should continue to monitor your **Home page** until you see the status update to ACCEPTED. If the status updates to REJECTED, contact us immediately.

The deadline has passed, and my application status is Started, what do I do?

If your STARTED button is grey, you have unfortunately missed the deadline and your application is now read only. If your STARTED button is orange, click the button to view what is missing. Your required documents may be PROCESSING. As long as your documents were uploaded prior to the application deadline, they are considered. You should continue to monitor your **Home page** until you see the status update to ACCEPTED. If the status updates to REJECTED, contact us immediately.

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Award Details

If I submit a complete application, am I guaranteed to get a scholarship?

Approximately ten percent (10%) of all eligible applicants in a given application period will receive scholarships.

What are the selection criteria?

Only Associates who meet all eligibility requirements and submit a **Complete** application will advance to the selection process. An independent selection committee will evaluate the **Complete** applications and select the recipients considering:
- Financial need
- Community involvement

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

How much is the Walmart Associate Scholarship award?

There are different award amounts for each type of degree. Please refer to the chart below:

American Public University (APU)	Associate 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

Are there funding limits for how much a Walmart Associate Scholarship recipient can receive per fiscal year?

Yes:
- Certificate Program (undergraduate or graduate): Up to $1,500 within a single Walmart Fiscal Year
- Associate 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

How many times can I renew my Walmart Associate Scholarship?

The maximum award amount for the Walmart Associate Scholarship is $16,000 over a period of 6 years. 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. Once any of those conditions is met, the scholarship is considered finished.

How do I know when to renew?
- The renewal portal will remain open and available all year providing 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.
- Renewal reminders will be emailed to students twice a year.

How do I know if I am eligible to renew my Walmart Associate Scholarship?

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:
- 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 is awarded, the funding limit has been reached, or the six-year time limit has lapsed, whichever comes first.

What are my responsibilities if I am chosen as a recipient?
- You must be employed with a division of Walmart at the time their award is announced.
- You must be actively enrolled in at least three college credit hours within six months of the scholarship award date at a postsecondary institution of higher education that is located in the U.S. and is accredited and listed on the official website of the U.S. Department of Education. Scholarships cannot be applied to educational expenses at military academies.
- You must submit the online Scholarship Acceptance by the deadline stated (see table above).
- Prior to the first award being released, you must submit a Payment Request and their class schedule showing their courses as well as credit hours for which they are seeking funding.
- The online Acceptance Form, Payment Request form and a valid class schedule must be submitted and validated by ISTS before funds will be released.
- Beginning with the first full Walmart Fiscal Year (Feb. 1-Jan. 31) after being awarded, you must renew their scholarship at least 2 times during each fiscal year. Scholars can continue to renew until the degree or certificate is awarded, the funding limit has been reached, or the six-year time limit has lapsed, whichever comes first.
- All school transfers are subject to accreditation approval.
- You must maintain an active email address that is able to receive communication from ISTS.
- You must inform ISTS of any changes to your contact information, including email address.

How and when are funds issued?
- Checks are issued by ISTS.
- Checks are made payable to and mailed directly to the accredited college or university last designated by the student.
- Checks will be issued when the recipient accepts the award and submits the online Payment Request Form and valid class schedule. Renewing scholars must also provide a transcript for their *most recently funded term* and a class schedule for an upcoming term.
- Renewal is based on verification that the student has met all eligibility requirements for renewal.
- Renewal notices will be emailed to students twice a year. The renewal portal will remain open and available all year providing 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.
- 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.

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Other Important Information

I attempted to register for an ISTS account but got an error saying "An account has already been created for this email address" - how can that be?

Each ISTS account must be tied to a unique email address – an email address never previously used to create an account on ISTS's system. If you attempt to register but get the error mentioned above, your email account is already associated with another ISTS account, likely because you previously applied for another scholarship program administered by ISTS. You can attempt to register using a different email address, or you can reset the password on your existing account by clicking "I forgot my password" and following the instructions provided.

How do I properly log off?

Data is automatically saved as you navigate through the application; to ensure that all application information is saved prior to log off, click on the "Previous Page" or "Next Page" buttons at the bottom of any page in the application. Log off by clicking on the "Log Off" link at the top of the page.

Do I have to finish my application all at once, or can I save it and come back later?

You will be able to return to the application to update and edit as frequently as desired. After you have submitted the application, or after the appropriate award period deadline, the application can be viewed, but cannot be edited.

To return to your application:
- Go to https://aim.applyISTS.net and log into your account
- Locate the Walmart Associate Scholarship box on your home page
- Click on the link for the Walmart Dependent Scholarship Application

Are scholarships taxable?

In the United States, scholarship funds used exclusively for the payment of tuition and 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 adviser for more guidance. You may also consult IRS Publication 970 for additional information.

ISTS Help Portal

For more helpful information about scholarships visit our Program Help Desk at https://istsprogramsupport.com/.

Contact Information

ISTS office hours are Monday through Friday from 8:00 AM to 5:00 PM Central. Agents are available via live chat and email during these hours. Use the green **Help** button (as shown below) at the bottom right corner of your screen to contact us. You can even schedule a callback!

Home Page Tutorial

Your ISTS **Home page** is located at https://aim.applyISTS.net. This will show you all of your applications and their overall status. It is your responsibility as the applicant to monitor your **Home page** to ensure your application is **Complete**.

Help and My Profile

In the top right corner of the page, you'll find the HELP link to the ISTS Help Portal and your **My Profile** page.

Home   Help   Log Off   [avatar] YOUR NAME
my profile

How to Apply

Go to http://programs.applyISTS.com/walmartassociate and click on the "Apply Now" button. At the login page, click on the "Register" link to create a new ISTS account (or use the fields provided to log into an existing ISTS account) to proceed to the scholarship application.

ADD NEW APPLICATION   FILL OUT A SUPPLEMENT

As the applicant, you will <u>not</u> click FILL OUT A SUPPLEMENT on your Home page. This will be used only by a third party completing a required supplement form for your application. Not every application requires a supplement. Make sure you review the requirements for each application.

Applications View

Each application will have its own box. You will see the program name, application link, application deadline, and **Status Button.**

Applications

Program Name

Application Form   STARTED

Due 12/31/2018

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Application Status Buttons
Each application will have one of the following Status Buttons:

STARTED   STARTED   COMPLETE

If your status button is grey, it means you have not yet clicked the **Submit** button on the last page of your application. If your status button is orange, it means you have clicked Submit, but you are missing one or more required documents or supplements for that application.

For a detailed status of each application requirement, click the **Status Button**.

Detailed Status View
Once you click the **Status Button**, your detailed status view will appear. Below is an example. Next, we'll review what each of these statuses mean.

Application Form   SUBMITTED
Started: 8/22/2018 **Due:** 12/31/2018

Additional status information about your form is shown below.

GO TO FORM

Supplements

Form Name	Email Address	Status
Recommendation Form	recommender@email.com	COMPLETE

Attachments

Type	Filename	Status
ACT/SAT Test scores		NOT RECEIVED
High School Transcript	Transcript.pdf	PROCESSING
College/University Transcript		REJECTED
FAFSA Student Aid Report	FAFSA SAR.pdf	ACCEPTED

Rejected Attachments

Type	Filename	Reason	Time
College/University Transcript	College Transcript.pdf	Missing Student Name	8/22/2018 1:59 PM

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Application Form Section

This top section shows you the date you started the application, application deadline date, status of your form, and provides a button to return to your application.

Application Form

STARTED

Started: 8/22/2018 **Due:** 12/31/2018

Additional status information about your form is shown below.

GO TO FORM

If you have submitted your online application form, the status would read:

Application Form

SUBMITTED

Started: 8/22/2018 **Due:** 12/31/2018

Additional status information about your form is shown below.

GO TO FORM

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Supplements Section

This section allows you to track the progress of your required supplement forms. Some programs require this information to remain confidential. In those cases, you will not see the status of the form. It is simply your responsibility to make sure the person completing that supplement form received the instructions. *Not all applications require a supplement. Make sure you review the application requirements for each application.*

When your supplement has been requested but not started, you will see the status NOT STARTED:

Supplements

Form Name	Email Address	Status
Recommendation Form	recommender@email.com	NOT STARTED

Once the supplement has been started, you will see the status STARTED:

Supplements

Form Name	Email Address	Status
Recommendation Form	recommender@email.com	STARTED

Once the supplement form is submitted, you will see the status COMPLETE:

Supplements

Form Name	Email Address	Status
Recommendation Form	recommender@email.com	COMPLETE

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Attachments Section

This section allows you to track the status of each required attachment or supporting document(s) for your application. *Not all applications have required attachments. Make sure you review the application requirements for each application.*

There are four (4) attachment statuses:

Attachments

| Type	Filename	Status
ACT/SAT Test scores		NOT RECEIVED
High School Transcript	Transcript.pdf	PROCESSING
College/University Transcript		REJECTED
FAFSA Student Aid Report	FAFSA SAR.pdf	ACCEPTED

NOT RECEIVED — This means you have not yet uploaded this attachment and it is required for your application be considered **Complete**.

PROCESSING — This means your attachment has been uploaded and is currently pending review by ISTS. Attachments are processed within 5-7 business days. All documents uploaded prior to the application deadline will be considered.

REJECTED — This means the document you uploaded was not acceptable. Below the attachment section is the Rejected Attachment section. This will tell you why your attachment was rejected.
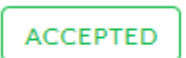
ACCEPTED — This attachment has been reviewed by ISTS and has been verified as meeting all of the requirements needed for that attachment.

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Rejected Attachments Section

If you have uploaded a document that does not meet the minimum requirements for the application, your document will be rejected. Your attachment status will read:

REJECTED

You will see the attachment type, file name, the reason for rejection, and the date/time your document was rejected.

Rejected Attachments

Type	Filename	Reason	Time
College/University Transcript	College Transcript.pdf	Missing Student Name	8/22/2018 1:59 PM

To upload a corrected document, simply click GO TO FORM and upload your document. Make sure you have fixed any of the issues noted in the reason for rejection so that your document is not rejected a second time.

GO TO FORM

If the application deadline has passed and your application is not **Complete** because your document was rejected after the application deadline it is important that you contact us immediately so that we can assist you. Most programs allow ISTS to help you correct a rejected document within the 5-7 business day processing time after the deadline. However, this is **not guaranteed**. Make sure you follow the Upload Instructions within your application to ensure your document meets all minimum criteria.

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