



## 2020 Spring KFC Foundation REACH Grant Program

### [Program Overview](#)

Who is eligible to apply?  
When is the application deadline?  
What is the Program timeline?  
Is this award renewable?  
My KFC Restaurant is not listed on the application. How do I find out if my location is participating in the program?  
Who administers this Program?

### [Application Details](#)

Which school should I list on the application if I have not made a final decision?  
What is the difference between Official and Unofficial Transcripts?  
What supporting documentation is required for this application?  
Where and when should I send my supporting documents?

### [Upload FAQs](#)

What should be visible on my documents?  
What are the acceptable file types?  
Why can't I upload a Word document?  
One of the documents I uploaded has a status of Rejected. What do I do now?  
How do I upload more than one file at a time?  
How do I create a .zip file?  
How long does it take to process my uploaded documents?  
The deadline has passed, and my documents are still Processing, what does that mean?  
What are the DOs and DON'Ts of uploading documents to my application?

### [Notifications](#)

How will I be notified about the status of my application?  
What notifications will be sent to me?  
Who will notifications be sent from?  
When will I receive notifications?  
Can I opt out of notifications?

### [Application Status](#)

How do I know if my application is Complete?  
As the applicant, what are my responsibilities?  
How do I use my Home page to verify my application status?  
The deadline is tomorrow, and it takes 5-7 days to process. Will I make it?  
The deadline has passed, and my application status is Started, what do I do?

### [Award Details](#)

What are the selection criteria?  
What are the details of the award?  
Are there other awards available?  
What are my responsibilities if I am chosen as a recipient?  
How and when are funds issued?  
How do I change my college choice?

### [Other Important Information](#)

Are scholarships taxable?  
ISTS Help Portal  
Contact Information

### [Home Page Tutorial](#)

Help & My Profile  
How to Apply  
Application Status

## Program Overview

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### 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 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 2020 Cole Slaw Donation Program. All KFC Corporate 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 below for further instructions.
- enroll either full-time or part-time in the 2020 fall term and earn a minimum of 12 credit hours during the 2020 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 mid-June 2020.

**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 26, 2020

### What is the Program timeline?

- Application Open: February 3
- Application Deadline: March 26
- Semi-Finalists Notified: Mid-April
- Semi-Finalist Deadline: Early May
- All applicants notified of selection results: Mid-June
- Grant acceptance deadline: Late June
- Grant checks sent to recipients: Early August

### Is this award 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](mailto: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.

### 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.

[Back to Top](#)



## Application Details

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

You should list your first-choice school on the application. You can change your college choice any time prior to the application deadline. If selected as a REACH Grant recipient, you will be asked to confirm your final school choice during the grant acceptance period. If your school changes after the grant acceptance period, you will be able to update this information on your My Profile page.

### What are the differences between Official and Unofficial Transcripts?

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

**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. **Unofficial transcripts must contain your name.**

### What supporting documentation is required for this application?

- High school transcript for Traditional Student – Freshman and Non-Traditional Student – Freshman (for students who did not obtain their GED certificate, but graduated from high school more than five years ago)
- GED Certificate for Non-Traditional Student – Freshman (for students that obtained their GED Certificate)
- College/University Transcript – Non-Traditional Student Sophomore, Junior, Senior (including Non-Traditional Graduate Students); Traditional Student Sophomore, Junior, Senior. Official transcripts are not required: you may upload unofficial transcripts. The applicant's full name, school name, and contact information must be visible on any unofficial transcript.

**Do not copy and paste the information into Microsoft Word™ or any other word-based program. It will not be reviewed and will result in an incomplete application.**

If you are selected as a Semi-Finalist, you will be required to submit your choice of a short video OR a written essay, as well as a headshot photo.

### 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 and are uploaded by the deadline will be processed and considered on time.

## Upload FAQs

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### 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.

### The document 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. For example, Test Scores, 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 document?

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 document.
- Black out any Social Security Numbers. *This is not required, but highly advised.*
- Return to your **Home page** to verify your document has 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 document is correct and accepted once you have uploaded it.
- Upload a document stating you are mailing your document.
- 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 document. Password protected documents will be rejected.
- Upload any file that has a viewing expiration date.

## Notifications

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### 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.**

### 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.
- **Funds Disbursed:** Once your funds have been issued, you will be notified.
- **Other Scholarships:** Occasionally, if you meet the requirements for another scholarship administered by ISTS, you will be notified. These notifications are not guaranteed.

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

### Who will notifications be sent from?

You will receive notifications from three (3) possible ISTS email addresses: [kfcreach@applyISTS.com](mailto:kfcreach@applyISTS.com), [donotreply@applyISTS.com](mailto:donotreply@applyISTS.com) and [contactus@applyISTS.com](mailto:contactus@applyISTS.com). You should add 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) weeks 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 or selection results. **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

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### 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**. You **must** click the **SUBMIT** button in order for your application to proceed to a **COMPLETE** status.

### 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 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.

## Award Details

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### What are the selection criteria?

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

- Timeliness (all application requirements completed by the deadline)
- Completeness of the application
- Adherence to all eligibility criteria
- Response to any short answer question
- Those selected as semi-finalists will be required to submit their choice of a short video OR a written essay, as well as a headshot photo, to avoid elimination.
  - The video and written essays will be graded on how well you answer each of the prompts provided during the semi-finalist round. Winners will be selected based on their video or written essay score.

*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 2020 academic year.
  - **Once all eligible expenses (tuition, required fees and textbooks) have been paid for the Fall 2020 Session, Spring 2021 Session and Summer 2021 Session, any remaining REACH Grant funds may be used to reimburse you for books (that you were unable to purchase from the university bookstore), supplies and/or equipment **required** for a course of study (laptops are an exception; see section below for further details/instruction), up to the total amount of your grant, if approved by the KFC Foundation. You must follow the instructions below if you would like to use your remaining grant funds to reimburse you for **required** course study items that you've already purchased:**
    - Advise your school to return the unused funds to International Scholarship & Tuition Services (ISTS).
    - **E-mail ISTS at [KFCReach@applyISTS.com](mailto:KFCReach@applyISTS.com) informing them of the course required items you have purchased and attach the document(s) supporting them (course syllabus, letter from professor).**
    - After your request is approved by the KFC Foundation, you will need to provide the receipt(s) of the item(s) purchased. Once ISTS has confirmed funds have been received from your school and you provide proof of payment for the approved expenses, they



will be sent to the KFC Foundation for final approval. ISTS will then issue a check made payable to you for the amount approved. PLEASE NOTE: You must still be an active student enrolled in classes to receive funds not used by your school.

- **You will not receive any remaining grant funds *prior* to paying for school-related item/fees yourself.**
- **If you have a class or program which requires you to have a laptop, the KFC Foundation will use your remaining funds to purchase a laptop for you; you will not be reimbursed if you purchase the laptop yourself.** You must follow the instructions below if you need a laptop for a specific class or program:
  - Advise your school to return the unused funds to International Scholarship & Tuition Services (ISTS).
  - Submit a request to [KFCReach@applyISTS.com](mailto:KFCReach@applyISTS.com) and provide a document stating the course requirement and/or a letter from a professor/faculty stating the need for the laptop.
  - Once ISTS has received your request and proof of requirement and confirmed that the funds have been received from your school, your request will be sent to the KFC Foundation for approval. If approved, the KFC Foundation will purchase a laptop for you, equipped with what you need for your course requirements, and ship it directly to you.

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 also will award the Janet L. Kuhn Scholarship. It will be awarded to one KFC restaurant 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 must complete an essay during the application process.

#### **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 2020, earn at least 12 or more credit hours during the 2020-21 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 funds issued?**

Checks will be issued in August 2020 to each recipient's mailing address and made payable to the institution on the profile page.

#### **How do I change my college choice?**

Make sure your **My Profile** page indicates your final college choice. It is your responsibility to make sure your **My Profile** page is correct at least 30 days prior to the check issue date listed above. If your scholarship check needs to be reissued for any reason, a reissue fee may apply.

## Other Important Information

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### Are scholarships taxable?

Tax laws vary by country. 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 <http://ISTScustomer care.applyISTS.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

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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



YOUR NAME  
*my profile*

## How to Apply

To start an application, click ADD NEW APPLICATION. You will then be asked for the Program Key. If you do not know the Program Key, try the name of the company or organization offering the award.

ADD NEW APPLICATION

FILL OUT A SUPPLEMENT

As the applicant, you will not click FILL OUT A SUPPLEMENT. 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                     |         |
|----------------------------------|---------|
| <a href="#">Application Form</a> | STARTED |
| Due 12/31/2018                   |         |

### Application Status Buttons

Each application will have one of the following Status Buttons:



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

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

SUBMITTED

Additional status information about your form is shown below.

GO TO FORM

### Attachments

|                               |                |            |
|-------------------------------|----------------|------------|
| High School Transcript        | Transcript.pdf | PROCESSING |
| College/University Transcript |                | REJECTED   |

### Rejected Attachments

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

## 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: 8/22/2018 Due: 12/31/2018

STARTED

Additional status information about your form is shown below.

GO TO FORM

[Back to Top](#)



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

## Application Form

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

SUBMITTED

Additional status information about your form is shown below.

GO TO FORM

### 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

|                               |                |            |
|-------------------------------|----------------|------------|
| High School Transcript        | Transcript.pdf | PROCESSING |
| College/University Transcript |                | REJECTED   |

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.

### 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.

### 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 request a callback!

? Help

[Back to Top](#)

