2025-26 Schwab-Rosenhouse Memorial Scholarship
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Program Overview

Who is eligible to apply?

To be eligible for this award, you must:

- be a high school senior.
- must have lived in El Dorado, Placer, Yolo or Sacramento County, California for at least two years prior to submission of the application.
- meet all California State residency requirements.
- plan to enroll full-time at an accredited two- or four-year college, university, or vocational/technical institution located within 100 miles of the Sacramento County Courthouse.

When is the application deadline?

February 7, 2025 at 11:59pm Pacific Time

When is the recommendation deadline?

February 14, 2025 at 11:59pm Pacific Time

What is the program timeline?

- Application Open: October 15, 2024
- Application Deadline: February 7, 2025
- Recommendation Deadline: February 14, 2025
- Notification of Finalist Status: By Early April 2025
- Notification of Award Status (finalists only): by Late May 2025
- Funds Disbursed: August 2025

Is this award renewable?

Yes. Scholarships are renewable for up to three years or until completion of degree/certification (whichever comes first), provided you maintain good academic standing and full-time enrollment at an accredited two- or four-year college, university or vocational/technical institution located within 100 miles of the Sacramento County Courthouse, and a minimum cumulative GPA of 3.0 (on a 4-point scale).

Each year you will receive an email notification with instructions to complete the online renewal application. You will need to provide a transcript showing your cumulative GPA.

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), an independent company that specializes in managing sponsored educational assistance programs.

Award Details

How are finalists selected?

An independent selection committee will evaluate the **Complete** applications and select recipients considering:
- Academic achievements and records
- Extracurricular participation and leadership
- Community involvement & volunteerism
- Essay content
- Recommendation

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

If I am selected as a finalist, what is required?

Finalists must provide financial documentation and confirmation of acceptance at a qualifying college, university, or vocational/technical institution for review by ISTS staff. The Finalist Form must be completed and supporting documentation must be submitted by the deadline indicated on the Finalist Form to receive award consideration.

How are winners selected?

ISTS will consider demonstrated financial need (per finalist documentation) and the scores provided by the selection committee in selecting the students to receive scholarship awards.

What are the details of the award?

- Approximately 75 scholarships will be awarded.
- Award amounts range from $1,000 to $5,000 and will be based on unmet financial need and academic performance.
- Scholarships can be applied to tuition, mandatory fees, on-campus room & board, and course-related expenses (such as books, supplies, and equipment) that are required of all students in the recipient's course of instruction.
- Scholarships may <u>not</u> be applied to off-campus housing or to the purchase of computer equipment (unless the purchase is required for *all students* attending the institution or course of instruction).
- The recipient must attend an accredited two- or four-year college/university or vocational/technical institution located within 100 miles of the Sacramento County Courthouse.
- Students may transfer from one institution to another and retain the award, provided the new institution is located within 100 miles of the Sacramento County Courthouse.

What are the renewal details?

Each year you will receive an email notification with instructions to complete the online renewal application. You will need to provide a transcript showing your cumulative GPA. You must meet the following criteria to be considered for renewal:
- Minimum 3.0 GPA (on a 4-point scale)
- Good academic standing & full-time enrollment at an accredited two- or four-year college/university or vocational/technical institution located within 100 miles of the Sacramento County Courthouse

What are my responsibilities if I am chosen as a recipient?

You must enroll at an institution located within 100 miles of the Sacramento County Courthouse as a full-time undergraduate student in the fall of the year in which the scholarships are awarded. You must continue the entire academic year without interruption unless approved by the scholarship sponsor. You are responsible for delivering your scholarship check(s) to the proper office at your institution with its attached instructions. You should notify ISTS should your check not arrive within 30 days of the issue date.

How and when are funds issued?

Your funds will be issued via one (1) check in early August. Your check will be made payable to your institution listed on your **Profile** page only. *Your scholarship check cannot be made payable to you, the applicant*. The check will be mailed to your home address so that you may deliver it to the correct office at your institution. You will receive an email notification once your funds have been issued.

How do I change my college choice?

Make sure your **Profile** page indicates your final college choice. It is your responsibility to make sure your **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.

Application Details

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 recipient, you will be asked to confirm your final school choice. If your school changes after the acceptance deadline, you will be able to update this information on your **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.

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 that they are now unofficial. **Despite any watermarks or sealed envelopes, you may open the envelope if needed to upload the document. These documents will be considered official for our purposes.** *Acceptable file types are **.pdf, .tif, .png, .jpeg, .jpg, .bmp** and **.xps.** 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. Unofficial transcripts **must** contain your name.

Should I submit all my information before I request a recommendation?

You should request your recommendation as early as possible to ensure there is sufficient time for the recommendation to be submitted by the recommendation deadline. You do not have to wait until all other portions of your application are complete before requesting your recommendation.

What supporting documentation is required for this application?

- High School Transcript

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.

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.**

What notifications will be sent to me?

- Deadline Reminders: Deadline reminder emails typically begin 30-45 days prior to the application deadline.
- Recommendation Deadline Reminder: You may receive a notification after the application deadline but prior to the recommendation deadline if your recommendation is still incomplete.
- Selection Results: Selection results notifications are sent to all **Complete** applicants. This includes finalist notifications.
- Renewal Instructions: If awarded, you will be sent a notification when it is time to renew your award.
- 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 two (2) possible ISTS email addresses: donotreply@applyISTS.com and contactus@applyISTS.com. You should add both 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.

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.

Document Upload

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. 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 documents?

Documents are processed daily. Your document will be processed within one (1) business day. 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**.

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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.

Other Important Information

Are scholarships taxable?

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 Student Support Hub

For more helpful information about scholarships plus answers to common inquiries related to ISTS' technology and processes, visit our Student Support Hub at ISTSprogramsupport.com.

Contact Information

ISTS office hours are Monday through Friday from 7:00 AM to 7:00 PM Central Time, and Saturday from 9:00 AM to 6:00 PM Central Time. Program Support Representatives 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.