**slb**

**2025-26 Schlumberger Founders Scholarship Program**

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## Program Overview

**Who is eligible to apply?**
- be in your senior year of high school/secondary school or home-schooling.
- be entering a United States or Canadian college/university as a first-time freshman.
- be a dependent son or daughter of a full-time employee of a North American Schlumberger company.
- have a parent employed for at least three years of continuous service as of October 1, 2024.
  - Employment status data will be verified during the selection process following the March 1 deadline; applicants must meet the eligibility requirements at that time to be considered for an award.

**When is the application deadline?**
March 1, 2025, at 11:59 PM Pacific Time Zone

**What is the Program timeline?**
- Application Open:  January 1, 2025
- Application Deadline:  March 1, 2025
- Notification of Selection Results: Early May 2025
- Funds Disbursed: Mid-July 2025

**What is the Program Key?**
SLB

**Is this award renewable?**
Yes, two-year scholarships are renewable for one (1) additional year and four-year scholarships are renewable for up to three (3) additional years. 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. Renewals are based on satisfactory scholastic records.

Note: Your parent must be actively employed by SLB at the time of the award selection and announcement. Once your award is confirmed and communicated, the funds shall be granted regardless of your parent employment status at the time of checks/ payment disbursement. The same applies to renewal applications.

**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

**What are the selection criteria?**
An independent selection committee will evaluate the **<u>Complete</u>** applications and select recipients considering:
- Applicant's high school scholastic record
- Qualities of leadership
- Seriousness of purpose
- Essay content

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

**What are the details of the award?**
- Merit Scholarship:
  - $5,000 to the top 8 applicants pursing a four-year degree
  - Available to children of parents based in the U.S.
- Honors Awards:
  - $3,500 to 26 applicants pursing a four-year degree
  - $2,000 to 6 applicants pursing a two-year degree
  - Available to children of parents based in the U.S. or Canada
- The scholarships will be applied to tuition required for course load at accredited, nonprofit two- or four-year colleges/universities in the United States or Canada.
- Students may transfer from one eligible institution to another and retain the award.
- Scholarships may not be applied to room and board and cannot be used to purchase a laptop if not required for all students attending the institution or course.

**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 2.0 GPA
- Other criteria here

**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 Schlumberger, deliver your scholarship check(s) to the proper office at your institution with its attached instructions, and 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 or ACH in Mid-July. Your check will be made payable to your institution listed on your **Profile** page <u>only</u>. *Your scholarship check <u>cannot</u> be made payable to you, the applicant.* The check will be mailed to the address listed on your **My Profile** page so that you may deliver it to the correct office at your institution. You will receive an email notification once your check has been issued. More details regarding the ach option will be provided during the winner acceptance.

**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.

**My parent's employment makes me eligible for this scholarship. Whose contact information should I include?**
You, the applicant, must register for an account with a personal email address. *Do not use a parent's work email address.* Your **Profile** page should reflect your legal name and contact information. If your parent's information is needed, it will be specifically asked for on the application.

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

**Official transcripts** must be obtained through your high school administration office, or your college registrar's 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 <u>may</u> 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.

**What supporting documentation is required for this application?**
- High School/Secondary School Transcript: Always required.

**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 Completed.**

**What notifications will be sent to me?**
- Deadline Reminders: Deadline reminder emails typically begin 30-45 days prior to the application deadline.
- Selection Results: Selection results notifications are sent to all **Complete** applicants.
- 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 possible ISTS email addresses: donotreply@applyISTS.com and ContactUs@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 reminder emails begin 30-45 days 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.

# 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 editable file format.

**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 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**.

**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 **Completed**.

**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?**
Tax laws vary by country and are subject to change. We recommend consulting your tax adviser for more guidance.

For U.S. purposes, the grants of Merit and Honor scholarships to employees whose children receive them are excluded from gross income, as both programs reasonably satisfy the requirements of Internal Revenue Code ("IRC") of 1986, section 117(a) and Revenue Procedure 76-47 to the Treasury Regulations promulgated thereunder. The scholarship recipient (student) is responsible for taxes, if any, that may be assessed against his or her scholarship award.

For Canadian purposes, the grants of Merit and Honor scholarships to employees whose children receive them are exclude from gross income. However, any such scholarship should be reported to the student as gross income, following the application of the Income Tax Act R.S.C., 1985, c.1 (5th Supp.), and the Income Tax Regulations, C.R.C., c. 945, as amended and as promulgated under the Act.

**ISTS Self-Help Portal**
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.