



## CHET Advance Scholarship Frequently Asked Questions

- Who is the sponsor of CHET Advance Scholarship?
- Who manages the selection process?
- Who is eligible to apply?
- How do I apply?
- When is the application period?
- What are the details of the award?
- What are the selection criteria?
- How do I know if my application is complete?
- I uploaded a document that no longer appears on my application. Do I need to submit it again?
- Where and when should I send my supporting documents?
- How and when will I receive notification if I win?
- What are my responsibilities if I am chosen as an award recipient?
- How and when are checks issued?
- Are scholarships taxable?
- Who do I contact if I have other questions?

### Who is the sponsor of CHET Advance Scholarship?

State Treasurer Denise L. Nappier, as Trustee of the Connecticut Higher Education Trust (CHET), is the sponsor of CHET Advance Scholarship.

- CHET Advance Scholarship is funded by TIAA-CREF Tuition Financing, Inc. (TFI) and The Hartford. No award issued under CHET Advance Scholarship will use Connecticut state funds.

### Who manages the selection process?

To assure complete impartiality in the selection of recipients, International Scholarship and Tuition Services, Inc. (ISTS), a firm that specializes in managing sponsored college scholarship programs, manages the selection process.

### Who is eligible to apply?

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

- You must be a high school senior.
- You must attend a high school located in Connecticut, study at home in Connecticut, or attend a high school outside of Connecticut if you, your parent or guardian resides in Connecticut.
- You must enroll as a student in an accredited college/university by the fall of 2015.

*Note: Any high school senior whose parent is, or who resides in the household of, an employee of the Connecticut Office of the Treasurer, TIAA-CREF Tuition Financing Inc., The Hartford or ISTS is ineligible to participate in the CHET Advance Scholarship, if such employee provides direct support to the CHET Advance Scholarship or in the case of employees of The Hartford, its 529 programs.*

### **How do I apply?**

- Go to [www.chetadvance.com](http://www.chetadvance.com).
- Complete the online form.
- Upload your required document(s) in the requested section.
- Submit your applications.

### **When is the application period?**

Online applications will be accepted between 8:00 a.m. EST on September 16, 2013 through 5:00 p.m. EST on October 4, 2013.

### **What are the details of the award?**

- Scholarships will be awarded randomly through a drawing.
- Up to 200 scholarships in the amount of \$2,500 will be awarded.
- Up to 100 scholarships will be awarded to Category 1 seniors, which includes:
  - Seniors who attend a public, private, or parochial Connecticut high school other than a high school identified by the Connecticut Department of Education as a Review or Turnaround school as of August 2013; or
  - Seniors who attend a public, private, or parochial school outside of Connecticut and either the student or one of the student's parents or guardians resides in Connecticut; or
  - Seniors who are home schooled in Connecticut.
- Up to 100 scholarships will be awarded to Category 2 seniors, which include:
  - Seniors who attend a Review or Turnaround high school. (A list of these schools is provided in the online application.)
- To ensure there are winners across the state, no more than 20 winners from each of Connecticut's five Congressional Districts can win for each of the two categories. There will be up to 40 total winners (up to 20 from each category) from each Congressional District.
- The scholarships can be applied to tuition, fees, books, supplies, and equipment required for courses 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.
- The award is non-renewable and non-transferable.

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

Winners will be selected in random drawings administered by ISTS from all eligible students who submit a completed application before the deadline of 5:00 p.m. EST on October 4, 2013.

*Decisions are final and are not subject to appeal. A selected winner who does not meet the eligibility requirements will be disqualified and an alternate winner will be randomly selected.*

### **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 each required form and attachment on your home page at [www.chetadvance.com](http://www.chetadvance.com).
  - Not Started - The form has not been requested or started.
  - Started - The form has not been submitted.
  - Submitted - The form has been submitted.
  - Not received - The attachment has not been received.
  - Processing - The attachment has been received and is being processed and verified.
  - Accepted - The attachment has been verified and accepted by ISTS.
  - Requested - The form request has been created, but the form has not been started.
  - Complete - All required forms and attachments have been received and your application will be considered for the scholarship.

- 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 appears 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, .xps and .zip are acceptable file formats.)
- The .zip file uploaded did not contain acceptable file formats.
- 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.

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

### **How and when will I receive notification if I win?**

- Notifications will be sent to applicants who are award recipients and applicants not selected to receive an award via email by the end of October. For award recipients, an 'Acceptance' link will be displayed on the 'Home' page following the notification.
- 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" so these important emails are not sent to your junk mail folder.
- **Do not 'opt out' of any email sent from [donotreply@applyists.com](mailto:donotreply@applyists.com) or [contactus@applyists.com](mailto:contactus@applyists.com) or 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. ISTS will not provide your email address to any third parties.*

### **What are my responsibilities if I am chosen as an award recipient?**

- You must confirm your award no later than 30 calendar days after notification is sent.
- You must enroll at an accredited, nonprofit two- or four-year college/university in the United States by September 30, 2015.

### **How and when are checks issued?**

The award will be held in a CHET Advance Scholarship Account. Payment of awards will be mailed to the award recipient's accepted college or university in the fall semester after the drop/add period. Payments will be made to the institution only.

### **Are scholarships taxable?**

Tax laws vary by country. In the United States, scholarship funds used exclusively for the payment of tuition or textbooks are generally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against your scholarship award. We recommend consulting your tax advisor for more guidance. You may also consult IRS Publication 970 for further information (<http://www.irs.gov/pub/irs-pdf/p970.pdf>).

### **Other Questions**

For additional information regarding the scholarship program [click here](#) to contact ISTS.