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ALPHA PHI
FOUNDATION

Scholarship Application Instruction Guide

2020–2021 Program Cycle

Updated November 2019

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Alpha Phi Foundation is proud to recognize the remarkable accomplishments of Alpha Phi women by awarding merit-based and need-based scholarships to help them fulfill their promise and potential because every Alpha Phi deserves the opportunity to pursue her intellectual curiosity without burden.

Students who complete all requirements outlined in this guide and in the 2020-2021 scholarship application will be considered for scholarships awarded for the 2020-2021 academic year.

Each applicant is required to read, understand, and adhere to the following 2020-2021 Scholarship Application Instructions.

Failure to thoroughly follow all instructions may result in ineligibility.

To get started on your 2020-2021 scholarship application, visit www.alphaphifoundation.org/scholarships.

Questions? Contact Us

For any questions not addressed in this guide or the scholarship application, please contact Alpha Phi Foundation's Director of Programs at programs@alphaphifoundation.org

Learn more about the Scholarship Program and view FAQs on our website at www.alphaphifoundation.org/scholarships

Keep up with Alpha Phi Foundation and the Scholarship Program by following Alpha Phi Foundation on Facebook, Instagram, and Twitter.

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Scholarship Application Cycle

2020-2021 Application Cycle	
December 1, 2019	Scholarship application launch
December 17, 2019	Join us for the Instagram LIVE Scholarship Q&A Session
March 1, 2020	Scholarship application deadline Scholarship applications, transcripts and letters of recommendation must be submitted by **11:59 p.m. Pacific Standard Time** via the online application portal.
June 2020	All scholarship applicants will receive notification of their application status for the 2020-2021 academic year.
July 2020	Scholarship funding dispersed to universities/colleges.

Application Types

Your *Application Type* is based on your school year classification and the category of scholarships for which you are eligible.

You will need to choose one of the following application types:

UNDERGRADUATE APPLICATION
- Any applicant who is currently enrolled as a college freshman, sophomore, junior or non-graduating senior.
- All undergraduate applicants will be considered for merit-based scholarships for which they are eligible.
- Only those undergraduate applicants who complete the need-based scholarship section will be considered for a need-based scholarship.

GRADUATE APPLICATION
- Any applicant who will be enrolled as a graduate student by September 1, 2020 of the 2020-2021 academic year; for example: graduating seniors and Alpha Phi alumnae.
- Applicants who will pursue graduate study are only eligible for merit-based scholarships.

Merit–Based Scholarships vs. Need–Based Scholarships

All eligible applicants who submit a complete application will be considered for each merit-based scholarship for which they meet the requirements. Visit Alpha Phi Foundation's website for a full list of merit-based scholarships and their restrictions.

Need-based scholarships are available to undergraduate applicants. For those who wish to be considered for need-based scholarships as well as merit-based scholarships, applicants should complete the need-based section of the application.

Learn more in the *Need-Based Scholarship Section*.

Eligibilty & Scholarship Uses

ALL APPLICANTS MUST MEET THE FOLLOWING ELIGIBILITY REQUIREMENTS:
- Initiated collegiate or alumna member of Alpha Phi in good standing with the Fraternity, and who comply with the Constitution and Bylaws, Policies and Procedures, and other governing documents of the Fraternity.
- Have met the Fraternity and Chapter financial obligations (including payments of International alumnae dues for alumnae members).
- Enrollment/in the process of enrollment at an undergraduate or graduate degree program by September 1, 2020 of the 2020-2021 academic year.
- Expected to have eligible academic expenses (See *Scholarship Uses* defined below) not funded by other scholarships or grants.
- Submit a complete application by the **March 1, 2020** deadline.

ADDITIONAL ELIGIBILITY REQUIREMENTS:
- New members may apply, but should be initiated by May 15, 2020 in order to be considered.
- Applicants are required to complete the scholarship application process on their own behalf.
- As a condition of the application, applicants agree Alpha Phi Foundation will not communicate with third parties, including parents, regarding application status.
- No attachments in addition to the required documents will be allowed, including resumes, additional recommendations, etc.
- Members of the Foundation Board of Directors, Foundation staff and family members may not apply.

SCHOLARSHIP USES
- Scholarship funds are to be used toward academic expenses, including **tuition, course-related fees, and books and supplies required for course enrollment.** *Alpha Phi membership dues and/or room and board are not eligible academic expenses.*
- Scholarship funds can be applied **during any term in the academic year for which they are awarded.** *Unused scholarship funding must be returned to Alpha Phi Foundation and cannot be held for future use.*
- Scholarship funds are to be used for **full-time** or **part-time** enrollment, a status defined in accordance with the full-time and part-time policies of the recipient's university/college.

Evaluation Criteria

In addition to eligibility and scholarship usage parameters, application evaluation criteria may include, but are not limited to:

1. Strength of grade point average (or equivalent)

2. Demonstrated commitment to Alpha Phi and non-Alpha Phi activities through leadership, scholarship, and service

3. Demonstrated excellence in leadership, scholarship, and service through a list of honors and awards achieved

4. Demonstrated effort in essay responses, fully-developed responses to prompts, and strength of writing

5. Recommendations from references who highly regard the applicant and can speak clearly to the applicant's strengths

6. Overall presentation of the application

7. Overall impression of the application

8. Demonstrated financial need (for need-based applicants only)

9. Permanent address, class status, chapter membership, etc. for designated scholarships

How to Complete Each Section

GRADUATION DATE
Indicate your anticipated graduation date from the degree program you will pursue during the 2020-21 academic year. Seniors applying for graduate scholarships should complete the graduate application and indicate their anticipated graduate school graduation date.

CUMULATIVE GPA
If your university uses a 4.0 scale to calculate GPA:
Enter your most recent cumulative GPA **based on a 4.0 scale**. Upload a PDF of the unofficial/official transcript that will confer/has conferred your most recent degree. The number entered as your cumulative GPA should match the GPA reflected in your unofficial transcript. Any discrepancies will result in a 0 for your GPA section.

If your university does NOT use a 4.0 scale to calculate GPA:
Enter your most recent cumulative GPA **based on a 4.0 scale**. It is your responsibility to convert your GPA to this scale. Upload a PDF of the unofficial/ official transcript that will confer/has conferred your most recent degree. The GPA entered will likely not match what is reflected in your transcript, so please upload the official conversion scale provided by your university/college used to calculate your GPA entered.

FIrst-semester undergraduate applicants:
Please submit your application after you receive your first-semester grades that will indicate a college GPA.

MAJOR FIELD OF STUDY
Enter your specific major/concentration.

MINOR FIELD OF STUDY
Enter your specific minor/concentration.

ACADEMIC HISTORY
List the post-secondary institutions where you have pursued academic credit. Indicate the university/college name and month/year you began and ended your attendance. If you are currently attending an institution, enter your projected graduation date as the ending date.

How to Complete Each Section

LEADERSHIP, VOLUNTEERISM AND ACTIVITY INFORMATION
List up to seven (7) Alpha Phi and non-Alpha Phi activities that best reflect your commitment to leadership, scholarship, and service. Activities can be any Alpha Phi, Panhellenic, campus, community and/or employment activities, civic involvement, and/or volunteer and community service. Your entries should reflect a variety of activities and involvement over the course of several years (if possible).

Include descriptive information in the activity title to provide as much context as possible for those evaluating your application. For example, instead of "Lady Knights," be more descriptive with "Lady Knights Basketball Team."

*Freshmen/first-year students: You are permitted to include high school activities, though college activities will be viewed more favorably, unless you're still participating in an activity from high school (such as community service and similar activities).

HONORS AND AWARDS INFORMATION
List up to seven (7) honors and awards that best reflect your commitment to leadership, scholarship, and service. Honors and awards should be tied to any Alpha Phi, Panhellenic, campus, community and/or employment activities, civic involvement, and/or volunteer and community service. Your entries should reflect a variety of honors and awards and show demonstrated excellence.

Include descriptive information for each honor/award so those evaluating your application can understand the caliber of each achievement.

*Freshmen/first-year students: You are permitted to include high school honors and awards.

ESSAY
Answer the scholarship essay prompt. Your essay should be well-written, organized, and directly address the prompt. Minimum word count: 400; maximum word count: 500.

Choosing your References

For your application to be considered, two references (one Alpha Phi Alumna Reference and one Community Reference) must also submit complete recommendation forms via the online application. Alpha Phi Foundation will only accept recommendations submitted via this platform by the March 1 deadline.

REFERENCE ELIGIBILITY:
For the Alpha Phi Alumna Reference, suggested references include:
  • An Alpha Phi alumna who is **not** related to you
  • A member of your chapter's Advisory Board
  • A member of your chapter's House Corporation Board
  • The Collegiate Chapter Administrator for your chapter
  • The Collegiate Chapter Manager for your chapter

Community Reference:
Your Community Reference should be familiar with your leadership, volunteer and/or educational activities. Examples include a professor, job supervisor, academic adviser, etc.

SENDING RECOMMENDATION REQUESTS:
Before you enter your references' contact information into the "Recommenders" section of the application, encourage them to add mail@grantapplication.com to their email address books to ensure they receive all communications.

On the "Recommenders" section, you should enter your references' names and emails **one at a time**. After entering your first reference you will check the "Send Email" check box by their name and click send. Before the email is sent to your reference you will have the chance to enter a personalized message that will be sent with the link to upload their recommendation letter. Repeat the same process for your second reference.

If you want to change your reference that you initially entered, you can do so by checking the "Remove" check box next to the reference's name and clicking "Remove." You will then have the opportunity to enter in a new reference.

When your references have submitted their recommendation forms, you will see their letters on your "Attachments" section of the application. **Do not submit your application until you have received both of your required references.**

Need–Based Scholarship Section

Eligible undergraduate applicants who wish to be considered for need-based scholarships must provide all information requested in the "Need-Based Scholarship" section of the application. Failure to provide any requested information will result in automatic disqualification for need-based scholarships.

FOR US-BASED COLLEGIANS:
1. Submit your FAFSA online (available at www.fafsa.ed.gov) as soon as possible.
2. After your FAFSA is competed and processed, a Student Aid Report (SAR) will be generated and emailed to you within 7-10 business days.
3. Upload your SAR as a PDF. Alpha Phi Foundation can only accept a full, official Student Aid Report in PDF format; we will not accept the SAR Acknowledgment.
4. Enter the Expected Family Contribution exactly as it states on your SAR. Any discrepancies may result in ineligibility.
5. Enter the cost of attendance for your current university/college as reported on your university's website. Please factor in tuition, fees, books and supplies, but exclude on-campus or off-campus housing costs.
6. Please list any scholarships and grants (NOT student loans) you anticipate receiving for the 2020-21 academic year. Please include government, private, and university/college-based financial aid.

FOR CANADIAN COLLEGIANS:
1. Upload your most recent Notification/Letter of Assessment from your provincial government outlining your qualification for need-based grants and loans.
2. Enter the cost of attendance for your current university/college as reported on your university website. Please factor in tuition, fees, books and supplies, but exclude on-campus or off-campus housing costs.
3. Please list any scholarships and grants (NOT student loans) you anticipate receiving for the 2020-21 academic year. Please include government, private, and university/college-based financial aid.

Ideal Completion Timeline

Date	Task/Deadline	Complete?
October 1, 2019	US-based collegians — To be considered for federal student aid for the 2020-2021 award year, you can complete a Free Application for Federal Student Aid (FAFSA) between October 1, 2019 and June 30, 2021. Due to variation in state and college deadlines, it is highly recommended that you fill out the FAFSA **as soon as you can after October 1** to ensure that you do not miss out on available aid.	☐
December 1, 2019	The scholarship application is available! Visit alphaphifoundation.org to access the scholarship application resources, FAQs and the applications.	☐
In December	Read and review this instruction guide and the information in the application carefully.	☐
In December	Open the online application and review the requirements in advance.	☐
In December	Begin to gather the information you will need to complete the application and think ahead to who would serve as your references.	☐
In December	Reach out to Alpha Phi Foundation at programs@alphaphifoundation.org with any questions you have about the application.	☐

Ideal Completion Timeline

Date	Task/Deadline	Complete?
December 17, 2019	Tune in at 6 pm CST for an Instagram LIVE Scholarship Q&A Session with Alpha Phi Foundation to learn more about the scholarship application. * Be sure to follow @alphaphifoundation on Instagram.	☐
In January	Request recommendations from your references.	☐
In January	Familiarize yourself with the functionality of the online application system and how to use it.	☐
In January	Begin completing the various sections of the application.	☐
In February	Continue completing various sections of the application and start writing the first draft of your essay.	☐
In February	If you have not received completed recommendation forms from one or both of your references, check in with them. If they are unable to complete the recommendation, this will give you ample time to reach out to new references.	☐
In February	Complete all sections of the application and proofread your application. Make sure all information reported is accurate, well-written, and free of errors.	☐
March 1, 2020	Submit your application and references' completed recommendation forms by 11:59 pm Pacific Standard Time.	☐

Application Tips

READ INSTRUCTIONS

- Review this instruction guide and the information in the application carefully.

PLAN AHEAD

- Open the online application and carefully review the requirements in advance.

- Gather all information you will need to complete the application.

- Allow plenty of time to gather the required information and make sure your references' recommendation forms and your application are submitted before the deadline, **March 1, 2020.**

CONTACT REFERENCES EARLY

- You are responsible for ensuring your Alpha Phi Alumna and Community References submit completed recommendation forms by the application deadline, **March 1, 2020.** *Do not submit your application until your two recommendation forms have been uploaded by your references.*

- You do not have to complete your application *before* sending recommendation requests, so send them out as soon as possible to allow your references ample time to complete them.

CONSULT WITH ALPHA PHI FOUNDATION

- If you have any questions about the application process, please contact the Foundation's Director of Programs at foundationprograms@alphaphi.org.

- Tune in and take advantage of the Instagram LIVE Scholarship Q&A Session. Gather your questions about the Scholarship Program and application process, and bring them to the Instagram LIVE segment. The recorded video will be available on Alpha Phi Foundation social media afterwards, so that you may refer to it later.

Application Tips

TEST TECHNOLOGY

- Test the online application system. Make sure you're familiar with its functionality and how to use it.

- Need-based applicants must also have access to Adobe Reader or a similar program to submit a PDF of the Student Aid Report. You can download Adobe Reader for free at get.adobe.com/reader.

PROOFREAD

- Make sure your essays are well-written and free of errors; poorly written essays will negatively impact your application score, and incorrect or incomplete answers may result in ineligibility.

- Submission of false or inaccurate information may be reported by Alpha Phi Foundation to Alpha Phi Fraternity with a potential impact on Alpha Phi membership.

SUBMIT ON TIME

- Alpha Phi Foundation will NOT accept late materials for any reason. **There will be no exceptions to this requirement.**

- Be sure to save your application progress often.

- A complete application includes three components; all submitted by **11:59 pm Pacific Standard Time, March 1, 2020:**
    1. Application form
    2. Recommendation form submitted by Alpha Phi Alumna Reference
    3. Recommendation form submitted by Community Reference

Submitting Your Application

For Alpha Phi Foundation to review your application, three components must be submitted by the deadline of **11:59 pm Pacific Standard Time on March 1, 2020**:

1. Application form
2. Recommendation form submitted by Alpha Phi Alumna Reference
3. Recommendation form submitted by Community Reference

TO SUBMIT YOUR APPLICATION FORM:

1. Be sure you have entered all required information
2. Click the "Submit" button.
3. If submission is successful, you will receive an on-screen confirmation message and an email with a copy of your application.