



## Retail Packaging Association Scholarship Program

### Frequently Asked Questions

#### **Who is eligible to apply?**

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

- Must be a high school senior, college freshman, sophomore or junior
- Must be a legal dependent and/or child of a full time employee of any RPA member firm
- The parent/guardian must have been employed for at least one year as of January 1 of the year in which the scholarships are awarded.
- The parent/guardian must be employed at the time awards are announced.

*Note: If your parent/guardian is an eligible employee at the time you receive notification that you have received an award you will retain the award for the full academic term.*

#### **When is the deadline?**

April 30

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

- Two scholarships will be awarded annually and are not renewable: the RPA Scholarship and the Dave Haber Merit Scholarship.
- Students may reapply each year as long as they continue to meet the eligibility criteria.
- The award amount is \$1,000.
- The scholarships will be applied to tuition, fees, books, supplies and equipment required for course load.
- Institutions must be accredited, nonprofit two or four-year colleges/universities in the United States.
- A student may transfer from one institution to another and retain the award.

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

- An independent selection committee will evaluate the applications and select the winners.
- The committee will consider:
  - Financial need
  - Community involvement
  - Extracurricular activities
  - Academic achievements and records

#### **I have several potential school choices. Which one should I list on the application?**

You should list your first choice on the application. If you are chosen to receive an award, it will be your responsibility to make certain ISTS is aware of your final school choice so that your check can be issued accordingly.

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

- Notifications are sent approximately two months past the deadline.
- Winner and non-winner notifications will be sent by email.
- Add [info@applyists.com](mailto:info@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 [info@applyists.com](mailto:info@applyists.com) you may not receive vital information regarding your scholarship applications.**

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

- You must enroll as a full time undergraduate in the fall of the year in which the scholarships are awarded.
- You must continue in school the entire academic year without interruption unless approved by scholarship sponsor.
- You must deliver your scholarship check(s) to the proper office at your institution.

### How and when are checks issued?

- Checks will be mailed to each recipient's mailing address as entered on the application.
- Checks will be made payable to the institution only.
- Checks will be issued in August.
- It is the recipient's responsibility to notify ISTS should the check not arrive within 30 days of the issue date.

*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. We will not provide your email address to any third-parties. Decisions of the selection committees are final and are not subject to appeal. No application feedback will be given.*

### Where and when should I send my supporting documents?

- Upload your required documents online. If you are unable to upload them, mail or fax your supporting documents following the instructions printed from your online application. If you do not follow the instructions exactly your application may not be considered.
- Your submission must be complete by April 30.

### 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 [aim.applyists.net](http://aim.applyists.net).
  - **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
  - **Not verified** - the attachment has been received and is being processed and verified
  - **Verified** - 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 (if applicable) have been received and your application will be considered for the scholarship

### Are scholarships taxable?

Tax laws vary by country. In the United States, scholarship funds used exclusively for the payment of tuition or textbooks are normally 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.

### Program Administration

To assure complete impartiality in selection of winners and to maintain a high level of professionalism, the program is administered by International Scholarship and Tuition Services, Inc., a firm that specializes in managing sponsored scholarship programs.

### Questions

For additional information regarding the scholarship program contact ISTS by email at [contactus@applyists.com](mailto:contactus@applyists.com) . When emailing please include the name of the scholarship program or sponsor.