

Washington State Employee Credit Union SCHOLARSHIP PROGRAM

Tips for a Successful Scholarship Application:

- **START EARLY.** Don't wait until the last minute to complete the application.
- **PROOFREAD** your application, particularly the essay response. Pay close attention to grammar, punctuation and spelling mistakes. It is highly recommended that you have an advisor or teacher read over your complete application before submission.
- **RESPECT OTHER PEOPLE'S TIME.** Give your recommendation writer enough time to complete your recommendation letter or online recommendation, if required. Do not give it to them the day before the deadline.
- **FOLLOW THE DIRECTIONS** in the essay prompt. Pay close attention to both content and word count when writing your essay.
- **BE YOURSELF.** There is no "right" answer.
- **DON'T PROCRASTINATE.** Deadlines are final. Your application will not be considered if it is late.
- **TAKE RESPONSIBILITY** for your application. Make a copy of your application for your records and make sure that ALL pieces of your application (including any other documents listed on the completion checklist) are included before you fax or mail it.
- **ELECTRONIC APPLICATIONS ARE PREFERRED.** If possible please go to www.applyists.net to apply.

Online Application Process

Please note: If you begin your application online and find you need to stop before it is complete, you will be able to return to complete the process or make changes by logging back into the system. Information for each page is only saved once you select the 'Save and Continue' key on that page.

You will be asked to provide the information listed below:

First and Last Name	College Name
Mailing address	College State
Phone number	College Major
Permanent E-mail address	Degree Sought
Date of Birth (mm/dd/yyyy)	Household Adjusted Gross Income
WSECU Member Name	Number in the Household (parents/legal guardians and dependent children)
WSECU Member Relationship to Applicant	Number of dependents attending college in the fall
WSECU Member Address	Any Additional Financial Aid
Current Cumulative GPA	School/Extracurricular Activities (if applicable)
Anticipated College Graduation Date	Community/Volunteer Service (if applicable)
Number of Honors, International Baccalaureate and Advanced Placement classes (if applicable)	Work Experience (if applicable)
Grade Status	

In 500 words or less, describe an influential experience you have had in your life. You may use examples from your family life, community service, or extracurricular activities. Describe how this experience changed your view of both yourself and the world and how it has affected your plans for the future.

After completing the online application:

1. Print the Cover Page, which will include the completion checklist and any other required pages.
2. Complete each item on the completion checklist, including gathering all required documents, transcripts, test scores, etc., and requesting any needed evaluations or certifications.
3. Make an extra copy of all application documents to keep for your personal records.
4. Mail or fax all materials by **March 2. All documents must arrive together for the submission to be considered complete. Incomplete applications will not be considered. Electronic application must be submitted no later than Midnight Pacific Time on Monday, March 2.**

Frequently Asked Questions

Who is eligible to apply?

Applicants must meet **all** of the following criteria:

- Must be a full time student.
- Must be a WSECU member or member's dependent
- Applicant or applicant's qualifier (parent, sibling, etc.) must be a member in good standing when the application is reviewed and the scholarship is awarded
Membership in any other credit union does not satisfy eligibility for this program.

When can I apply?

- Between January 2 and March 2.

How do I get an application?

- Go to www.applyists.net
- Click the "**APPLY or update a new application**" link.
- Follow the onscreen instructions to apply for an AIN (Applicant Identification Number).
- When prompted use **ACCESS KEY: WSECU**
- Paper applications are available any WSECU branch, or on our Web site at www.wsecu.org, however electronic applications are preferred.

NOTE: Incomplete applications will not be considered and will not be returned.

What are the details of the award?

- Up to 27 scholarships will be awarded annually and are not renewable.
- Students may reapply each year as long as they continue to meet the eligibility criteria.
- Twenty \$2,000 scholarships will be awarded to students attending a four-year college or university for undergraduate or graduate studies.
- Seven \$1,000 awards will be made to students attending community college or pursuing trade certification in a vocational or technical area.
- No scholarships will be awarded to students seeking their second degree within one level of achievement (i.e. second bachelor's or second master's).
- 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
 - Essay content
 - Recommendation Forms
 - Academic achievements and records

How do I check the status of my application?

- Return to www.applyists.net
- Click the "**Check Application Status**" link
- Enter your AIN, First Name and Last Name
- Click Submit

How do I make changes to my application?

- Return to <https://www.applyists.net/>
- Click the "**APPLY or update a new application**" link
- Using Login Option 2, enter your ACCESS KEY: **(WSECU)**
- Enter your AIN, First Name and Last Name
- Click on each tab and make changes to the necessary section(s), click "save and continue" to move forward
- Print a new Cover Page for your records
- **Do not resubmit your paperwork; all changes are saved to your online application.**

After the program deadline you will *only* be able to update your address. To update this information:

- Return to www.applyists.net
- Click “**Edit Mailing Address**” link.
- Enter your AIN, First Name and Last Name.

What are my responsibilities as a recipient?

- You must enroll as a full time student 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?

- Scholarship checks are made payable to the college or university only and are mailed directly to the institution.
- Checks will be issued in August.

How and when will I receive notification?

- Notifications are sent approximately two months past the program deadline.
- We will first attempt to contact you by phone. If we are unable to reach you, an award letter will be sent to the home address that you provided on your application.
- ***Decisions of the selection committees are final and are not subject to appeal.***

Where and when should I send my completed application?

- Mail or fax your complete application with all supporting documents to:
Washington State Employee Credit Union Scholarship Program
c/o ISTS
P.O. Box 23737
Nashville, Tennessee 37202-3737
Fax: 615-627-9685
- Your application must be faxed or postmarked by March 2.

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. (ISTS), a firm that specializes in managing sponsored scholarship programs.

Questions

For additional information regarding the scholarship program contact:

ISTS

Fax (615) 320-3151

Email: <https://www.applyists.net/EmailRequestForm.asp>

Access Key: WSECU