



# 2023 Arconic Foundation Scholarship Program

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### 1. **Who is eligible to apply for a scholarship award?**

- The applicant must be a dependent child or grandchild (see below) of an active permanent full-time or permanent part-time employee of Arconic Corporation and/or certain subsidiaries in Arconic Corporation's controlled group of corporations as defined in IRC Section 414(b) worldwide.
- Eligible students are those enrolled in their final year of high school or secondary school and are scheduled to complete their final year in 2023. This is grade 12 in most countries. Generally speaking, these students are 17-19 years old and intend to begin their college or university studies in late 2023 or early in 2024.
- Applicants to the program in 2021 or later who did not receive a scholarship award are eligible to reapply. Interested applicants may reapply up to three (3) times, in the three (3) subsequent years after their first application. Scholarship recipients are eligible to receive only one grant award.
- Eligible children include:
  - The biological child of an eligible Arconic Corporation employee
  - A child who has been legally adopted by an eligible Arconic Corporation employee
  - A stepchild who is living in the eligible Arconic Corporation employee's household, whether or not he or she has been legally adopted by the eligible Arconic Corporation employee

- A child of the domestic partner of an eligible Arconic Corporation employee, if the domestic partner is registered for Arconic Corporation benefits
- A grandchild of an eligible Arconic Corporation employee if the grandparent is the legal guardian of the grandchild
- The employee must be actively and permanently employed full-time or part-time by Arconic Corporation on the date a scholarship award is offered to his or her child.
- Children of retired Arconic Corporation employees are not eligible.

**2. What are the details of the award?**

- The total award amount is US\$5,000 and is payable in one installment of US\$5,000.
- Scholarships will be considered and awarded in two categories:
  - Applicants from the U.S. and Canada
  - Applicants from all other countries

**3. Who evaluates the applications and what are the selection criteria?**

An independent selection committee convened by International Scholarship and Tuition Services (ISTS) and not affiliated with Arconic Corporation or Arconic Foundation evaluates the applications and selects the scholarship recipients. The committee will consider the following criteria:

- Academics – grade point average, class rank, advanced classes, academic awards and honors
- Activities - participation in school and non-school activities, peer recognition, awards and honors, leadership roles on athletic teams
- Character – a well-rounded individual, family responsibilities, thoughtful understanding of the circumstances of others, overcoming extraordinary hardship, qualities described in the Recommendation letter
- Employment – number of hours worked, type of employment, employment position
- Community Service – demonstrated commitment, service which contributes to the betterment of the community, service on a regular basis
- Essay – content, style, grammar and spelling

ISTS will not comment on the deliberations of the selection committee. Arconic Foundation and ISTS will not under any circumstances provide written or oral evaluations of applications.

**4. Is the award renewable?**

No.

**5. When may an application be submitted?**

Applications must be completed online between January 3, 2023, and March 7, 2023. Applications submitted after March 7, 2023, will not be considered.

**6. How does a student apply for an award?**

The student must create an account at <https://aim.applyists.net/arconic> using a valid email address that is regularly monitored by the student applicant. The student may not use an email address that belongs to a parent, legal guardian, or anyone else.

**7. What educational expenses may the scholarship award be used for?**

The scholarship award must be used only for expenses required for undergraduate study at an eligible school described in this document. According to U.S. law, under which this scholarship program is governed, qualified education expenses include:

- Tuition and fees required to enroll at or attend an eligible educational institution, and
- Required course-related expenses, such as fees, books, supplies, and equipment. These items must be required of all students in the course of instruction.

Examples of expenses that do not qualify are room and board, travel, research, clerical help or tutoring, equipment and other expenses (including computers and computer accessories) that are not required for enrollment in or attendance at an eligible educational institution.

**8. Is the scholarship award taxable?**

Consult the appropriate government authority in your country or a tax advisor for guidance on whether the scholarship award is taxable to either the student or the Arconic Corporation employee.

**9. Which educational institutions may a recipient attend?**

Students may attend any eligible school inside or outside of their home country:

U.S. schools – Colleges, universities, community colleges, junior colleges, technical schools, and trade schools

Non-U.S. schools – Post-secondary colleges, universities, community colleges, junior colleges, technical schools, and trade schools

**10. Are SAT or ACT scores required for U.S. applicants?**

No.

**11. How does an applicant know if his or her application is complete?**

- Allow five to seven business days after uploading documents for the application's status to update online.
- The status of each required form and attachment may be monitored on the applicant's home page at <https://aim.applyists.net/arconic>. Statuses are as follows:
  - **Not Started** - form has not been requested or started
  - **Requested** - form request has been created, but the form has not been started
  - **Started** – form has not been submitted
  - **Submitted** - form has been submitted
  - **Not received** - attachment has not been received
  - **Processing** - attachment has been received and is being processed and verified
  - **Accepted** - attachment is verified and accepted
  - **Complete** - all required forms and attachments have been received, and the application is ready for review and consideration

**12. How and when are award notifications made?**

- Notifications are sent approximately two months after the application deadline.
- Recipient and non-recipient notifications will be sent to the email address currently assigned to the student's ISTS account.

- Add [info@applyists.com](mailto:info@applyists.com) to email address books or to a “safe sender list” so these important emails are not sent to a spam or junk mail folder.
- Do not ‘opt out’ of emails sent from [info@applyists.com](mailto:info@applyists.com); otherwise, important information regarding the scholarship application may not be received by the applicant.

### 13. How and when are payments issued?

- U.S. scholarship recipients: Checks are mailed in August to the mailing address currently entered in the student’s profile in the ISTS system. Student must update the mailing address as necessary in the ISTS system. Checks will be payable to the institution only.
- Non-U.S. scholarship recipients: Payments can be made via wire transfer to the school or the student. Wire transfers will be sent in August or January, depending on when the school year starts. Students who receive payment directly via wire transfer are required to provide proof of enrollment at an eligible school prior to receiving award payment. If payment is wired directly to the non-U.S. school, the name of the student will be provided to the school to facilitate proper credit to the student’s account.
- Student is responsible for [notifying ISTS](#) should a check not arrive within 30 days of the issue date or should a wire transfer deposit not be received by the school or the student.

### 14. What are the responsibilities of a scholarship recipient?

- Provide award acceptance information on a timely basis and in the required manner.
- Enroll as a full-time undergraduate student in an eligible post-secondary institution.
- Continue in school as a full-time student for the entire academic year without interruption.
- Maintain up-to-date information in his or her ISTS profile record, including a valid email address that is assigned to and regularly monitored by the student.
- Students who receive payment directly via wire transfer must keep all documentation and receipts describing how the award funds were spent and must provide them to ISTS upon request. Failure to do so may result in Arconic Foundation reclaiming all award funds.
- Return unused scholarship funds or direct the school to return unused scholarship funds to Arconic Foundation.
- Return to Arconic Foundation award funds used for ineligible expenses.

### 15. What if a scholarship recipient has no need for the award?

If a student has no need for the funds, he or she must decline the award. It can be used only for eligible education expenses according to U.S. law. The student may not accept the award and use it for non-educational expenses.

If the student was not accepted into an eligible educational institution and if the student intends to reapply for admission within one year, he or she may request via email a one-year deferral of the award disbursement. Approval of the deferral request is not guaranteed. Requests will be considered on a case-by-case basis. Only one deferral will be granted.

### 16. Can the award payment be deferred?

Deferral of the award disbursement will be considered on a case-by-case basis if a request is made via email to the [Program Administrator](#) and if satisfactory justification is provided. Only one deferral will be granted.

## **Tips for Application Preparation**

- Follow all instructions carefully. Applications will be disqualified if instructions are not followed or if any document or information is missing or arrives late, regardless of the reason.
- The essay must be written only by the applicant, with no one else's assistance, other than proofreading. An essay which appears to have been written by someone other than the applicant will negatively impact the review and rating of the application.
- Take the time to think carefully about the essay response before beginning to write it. A thorough, meaningful, and well-written response will be scored higher by the selection committee.
- Before starting an application, identify the person who will write the applicant's recommendation. Obtain a valid email address for that individual; it must be entered in the application.
- The recommender should be an adult not related to the applicant who can comment on the applicant's academic achievement and potential, leadership ability, character, and volunteerism/community involvement. If the applicant is home-schooled, the recommender may be related to him or her. Allow the recommender at least two weeks to write their recommendation. Follow up with the recommender to make sure he or she has completed this step prior to the deadline. Applications missing the recommendation will be disqualified.
- Proofread all work thoroughly. Responses that are unclear or contain numerous mistakes distract the reviewer from focusing on the content and reflect poorly on the applicant's abilities. Make sure that sentences are complete, clear, and grammatically correct. For non-English speaking students, judges will not expect your grammar to be absolutely correct in English. However, your responses throughout the application *are* expected to be complete, meaningful and understandable.
- Have someone else read the completed application. An objective reader can often identify areas that need more explanation and may find errors that have been overlooked.

## **Program Administration**

To assure complete impartiality in the selection of recipients 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.

## **Disqualification of Application**

- Applications may not be prepared or submitted by anyone other than the eligible student.
- Arconic Foundation and ISTS reserve the right to reject any application that appears to have been fraudulently submitted or that appears not to adhere to the guidelines and requirements in this document.

## **Still have questions?**

For additional information:

- Contact ISTS by email at [contactus@applyists.com](mailto:contactus@applyists.com) and identify Arconic Foundation as the program sponsor.
- Contact ISTS by phone at (855) 670-4787.

Customer Care hours of operation for telephone support are 8 a.m. to 5 p.m. CST. Phone or email inquiries should be submitted by March 2, 2023, to allow for a response before the application deadline of March 7, 2023. Inquiries submitted after March 2, 2023, are not guaranteed to receive a response before the application deadline.