



## Scholarship Application FAQs

### 2017 – 2018 WTS Foundation Scholarships

**Q: How do chapters submit their applications?**

A: The Chapter Scholarship Chairs complete one scholarship application coversheet for each applicant submitted to WTS. Attach the provided Application Coversheet and follow the file upload instructions to ensure your chapter applications are properly uploaded to the Scholarship Chairs' Library on TransPortal.

**Q: Can a student apply for more than one Foundation scholarship at a time?**

A: Yes. Each chapter is allowed to submit one application per scholarship, but an individual applicant can be submitted for more than one scholarship. However, they would not be selected for more than one WTS Foundation scholarship. For example, even if a chapter only gives one graduate scholarship at the local level, a chapter can submit their winning student to both the Helene M. Overly and Leadership Legacy Scholarships as long as their applications match the scholarship's criteria. Or the chapter can submit a second candidate for the second graduate scholarship at their discretion, even if they don't award that student a scholarship at the local level.

**Q: Can a chapter have more than one applicant for one Foundation scholarship?**

A: No. Chapters cannot have two applicants for one Foundation scholarship. If two applications from the same chapter were submitted, only one can be considered.

**Q. Can a student receive multiple Foundation scholarships?**

A: WTSF would prefer that chapters not award more than one chapter scholarship to any one applicant. We would like to spread the scholarships to as many qualified women students as possible. Chapters cannot submit an applicant for a WTSF International scholarship who has previously won a Foundation scholarship in the past. If their applicants have not been awarded a Foundation scholarship, they can resubmit their application.

**Q: Can a student be recommended for a Foundation scholarship by multiple chapters?**

A: We encourage that scholarships be awarded through the chapter where the applicant's school is located or where the applicant resides, or when there is no chapter, through the chapter closest to the applicant's school or where the applicant resides. We encourage chapters in proximity to each other to

coordinate on submissions. We want to broaden our potential applicant pool and receive as many quality applications as possible.

**Q: How can I know whether our chapter's applications were received?**

A: WTS Foundation uses TransPortal for all matters related to the scholarship application and process. Using this platform, Chapter Presidents and Scholarship Chairs can check their applications real-time on the Scholarship Chairs' Library on TransPortal. Once you upload your applications to the Library, you can ensure they were submitted properly by checking them on the Library. Chapters are encouraged to check that their applications have been successfully uploaded to the TransPortal prior to the deadline for the Foundation scholarship applications.

**Q: Who has access to 'Scholarship Chairs' website within TransPortal?**

A: Chapter Presidents and Scholarship Chairs have access to the Scholarship Chairs' website and its Library while Scholarship Chairs are the contact person for each chapter for all information related to scholarship process. For chapters that have co-chairs, the Scholarship Co-chairs can request and gain access to the website so they can upload and download files in the Library, including scholarship applications. If any Scholarship Co-chair(s) want to have access to the website, please contact Rosa Chung at [rchung@wtsinternational.org](mailto:rchung@wtsinternational.org).

**Q: Can I resubmit our applications?**

A: If you want to resubmit your application, please contact Rosa Chung at [rchung@wtsinternational.org](mailto:rchung@wtsinternational.org). Documents uploaded to the Scholarship Chairs Library cannot be modified or deleted. If you need help, please contact Rosa Chung for assistance.

**Q: Who will receive the Foundation and chapter scholarship funds?**

A: Once winners are selected to receive a scholarship, Scholarship Chairs submit the Scholarship Check Request Form to the WTS office. The form gives you the option to select who the check should be payable to – the student or to the school. When the check is to be made payable to the school, please include in the form the accurate information for the recipient such as 'The Treasurer of XX University' or 'The Office of University Bursar' and student ID number, if applicable, to ensure the check is properly deposited to the student's account. This process applies to chapter and the Foundation scholarships. The Foundation scholarship checks will be awarded during the Awards Ceremony at the Annual Conference and attendance at the awards dinner is strongly recommended. In case the recipients cannot attend the Awards Ceremony, the checks will be sent to the Scholarship Chairs of the nominating chapter. Chapters are encouraged to assist their winners with their attendance at the Annual Conference.

**Q: How long does it take to receive a check?**

A: Please allow a minimum of 3 weeks for processing after the Scholarship Check Request Form is submitted. The payment deadline should be clearly indicated on the Scholarship Check Request Form.

**Q: How do Chapters disburse their funds to high school students?**

A: Scholarship checks will be issued to the student or the school the student is attending. In the case of high school students, they may not have decided on a school by the time chapters award a scholarship and the check can be delayed until the student decides where they are attending if that is preferable.

**Q: What happens if a winner transfers schools?**

A: When a student changes schools, she should notify her chapter's Scholarship Chair and the Foundation immediately. It is important that the student and Scholarship Chair communicate the most recent and accurate information with the WTS Foundation when submitting applications.

**Q: What happens if a winner withdraws from school?**

A: One important requirement for application is that the student is currently enrolled in school. All winners are required to provide additional documents, such as a proof of enrollment statement or enrollment verification letter, when they are selected to receive a scholarship. Once all of the required documents have been submitted and verified, an official announcement on winners will be made on TransPortal. When a winner suspends her education, the scholarship check or the same amount of the check should be returned to the Foundation.

**Q: Is there a guidance on how to spend their scholarship?**

A: The scholarship winner should consult the IRS guidelines at <https://www.irs.gov/publications/p970/ch01.html>. In general, if the scholarship amount exceeds their tuition, the recipient can spend the money on the following items:

- 1) Tuition and fees required to enroll at or attend an eligible educational institution; and
- 2) Course-related expenses, such as fees, books, supplies, and equipment that are required for the courses at the eligible educational institution. These items must be required of all students in your course of instruction.

The following items do not qualify education expenses:

- 1) Room and board,
- 2) Travel,
- 3) Research,
- 4) Clerical help, or
- 5) Equipment and other expenses that aren't required for enrollment in or attendance at an eligible educational institution.

For more information, including tax implications for scholarships, please click on the link:

<https://www.irs.gov/publications/p970/ch01.html>

**Q: Are scholarship funds applicable to the past semester?**

A: In general, merit-based scholarships such as WTS Foundation Scholarships are not applied to past semesters. WTS Foundation scholarships are intended to aid students in continuing their education, not to those who are finishing up. Scholarships awarded to high school students are intended to fund their college education.

**Q: College freshmen who are applying for the undergraduate scholarships may not have an official GPA until the end of their first semester. What type of test scores should they use?**

A: When new freshmen apply for scholarships, they are usually required to submit the high school transcripts they used at the time of college admission. We suggest chapters use both their high school GPA and the highest ACT or SAT as the basis for selecting the winners.

**Q: Are students in graduate certificate programs eligible for scholarships?**

A: Yes, they are eligible for scholarships as long as the program counts toward a graduate degree in a transportation-related field.

**Q: How will a Foundation or chapter scholarship affect the financial aid package of a recipient?**

A: We anticipate that many of the WTS Foundation scholarship recipients will receive other scholarships or gift assistance to help fund their educational costs. Any scholarships, including the WTS Foundation scholarships, must be taken into account as part of the student's total financial aid package since receipt of merit-based scholarship funds may result in a reduction of other scholarship funds. We recommend that students check with the Student Financial Services department at their college or university.

**Q: If students receive Foundation scholarship, can they also receive additional need-based aid?**

A: Yes. In general, if they apply for need-based financial aid and their need exceeds the amount of the merit-based scholarships, such as the Foundation scholarships, they are eligible for additional forms of need-based financial-aid. We recommend that students check with the Student Financial Services Department at their college or university.

**Q: Do chapters have autonomy with their chapter scholarship programs?**

A: Yes, they can make decisions on their chapter scholarship programs. However, it is recommended that their scholarship programs be in line with the Foundation scholarships in terms of selection criteria and eligibility requirements. With the same scholarship guidelines at both levels, Chapters and the Foundation can efficiently manage every aspect of the scholarship administration process. Chapters may add other requirements to applicants as long as the funds are awarded on an objective and non-discriminatory basis.