Program Information

Kaplan University (KU) and the American Freedom Foundation (AFF) have teamed up to establish an academic scholarship program to assist family members of current and prior U.S. military service personnel, and Department of Defense (DoD) civilian employees and their family members (spouses and dependents).

Between September 5 and December 9, 2016, the Kaplan University/American Freedom Foundation Scholarship program will award up to 200 partial-tuition scholarships to qualified students to complete a Kaplan University associate’s or bachelor’s degree or undergraduate certificate program [with the exception of the Associate of Science in Nursing (prelicensure), Prelicensure Bachelor of Science in Nursing, or Practical Nursing Diploma].

Up to 4 full scholarships (covering all tuition and fees) will also be awarded to individuals from the pool of qualified partial-scholarship recipients who meet eligibility requirements. These scholarships are offered on a first-to-apply, first-eligible basis, and provide substantial tuition savings. All applicants must complete the partial-scholarship application.

Kaplan University/American Freedom Foundation Scholarships

To apply for a partial scholarship, eligible applicants must:

1. Be:
   o a spouse or dependent of a current, veteran, or retired U.S. military servicemember, or
   o a current or retired DoD civilian employee, or
   o a current spouse or dependent of a current or retired DoD civilian employee

2. Meet the minimum CGPA requirement for the partial scholarships: Kaplan University/American Freedom Foundation Scholarship applicants must have a cumulative grade point average (CGPA) of 2.75 or higher (on a 4.00 scale) from high school or prior college. Recipients of this award receive a tuition rate of $195.00 per quarter credit hour (a maximum reduction of 47% from the standard undergraduate tuition cost at Kaplan University, depending on the program selected).

3. Be a first-time student at Kaplan University

Full-Scholarship Opportunity
Partial-tuition scholarship recipients of the Kaplan University/American Freedom Foundation Scholarship who complete their first term at Kaplan University with a CGPA of 3.90 or higher will automatically be included in a pool of candidates to be considered for the full-scholarship award. For every 50 candidates included in the pool, Scholarship America will select one (1) current student to receive a full-scholarship award. The chosen recipient should expect to be notified by Scholarship America at the end of his or her second term and the full scholarship will start in the third term.

The 2016 scholarship campaign and application website will remain open until 200 partial-tuition scholarships are awarded or the campaign closes on December 9, 2016 (whichever occurs first). Applicants may choose from more than 30 certificate, associate’s, and bachelor’s degree programs. Interested applicants must apply for the Kaplan University/American Freedom Foundation Scholarship using the online application. Click here to go to application Terms and Conditions.

Click on the link above to see complete eligibility requirements and application instructions and to submit your application. Please ensure you have proof of eligibility and unofficial transcripts available at the time of application. This will assist us in processing and reviewing your application.

This scholarship program is administered by Scholarship Management Services (a division of Scholarship America), a designer and manager of scholarship and tuition reimbursement programs for corporations, foundations, associations, and individuals.

Click here to view Kaplan University degree and certificate programs.

This program replaces all prior Kaplan University/American Freedom Foundation Scholarship programs, and is valid only between September 5 and December 9, 2016.
Application Guidelines

Complete this application for the Kaplan University/American Freedom Foundation Scholarship only if you have a cumulative grade point average (CGPA) of 2.75 or higher on a 4.00 scale and meet all the eligibility requirements below.

Who is eligible?

Applicants must meet one of the three following criteria:
1. Be a current or surviving spouse* or a dependent† of a current or veteran‡ U.S. military servicemember.**
2. Be a current or retired DoD civilian employee, or
3. Be a current spouse or a dependent† of a current or retired DoD civilian employee.

* Surviving spouses are defined as those individuals married to a U.S. military servicemember who died during their marital relationship and the spouse has not remarried.
† Dependents are defined as biological, step- or legally adopted children living in the servicemember or sponsor's household or primarily supported by the servicemember or sponsor.
‡ For the purposes of scholarship eligibility only, veterans are defined as a person who previously served in, or retired from service in, the U.S. Armed Forces.
** U.S. military servicemembers are defined as those members who are currently serving on active duty or in the Reserve component (the Guard or Reserves) of the U.S. Armed Forces (Army, Navy, Marines, or Air Force). Spouses or dependents (as described above) of U.S. Coast Guard or Coast Guard Reserve servicemembers are also eligible for this program.

All applicants, regardless of the affiliation above, must meet the following criteria.

The student must:
1. Be a first-time enrollee in an undergraduate associate’s or bachelor’s degree or undergraduate certificate program at Kaplan University. A first-time student means that at the time of your scholarship application you may not be a current or prior Kaplan University student or enrollee in any program at Kaplan University.
2. Meet all Kaplan University admissions requirements for online programs, including receipt of high school or college transcripts, and be eligible to be fully accepted in a Kaplan University degree or certificate program.
3. Be able to be cleared with the Office of Foreign Assets Control (OFAC) database, as applicable.
4. Plan to enroll at Kaplan University taking a minimum of one course per term (unless otherwise required by the program of study), and start classes no later than 60 days from notification of award eligibility.
5. Have a minimum CGPA of 2.75 or higher on a 4.00 scale (or its equivalent) from either previous high school or current college coursework (whichever is applicable).
a. College coursework must be earned from either a regionally or nationally accredited institution.
b. Students who have earned a GED are not eligible to apply for this scholarship program unless they have prior college-level coursework as identified above.

**Note:** Applicants with both previous high school and college coursework will be evaluated based on the most recent CGPA from supplied transcripts. If the prospective student has not earned either a minimum of 6 semester credit hours, or 9 quarter credit hours, or 90 classroom clock hours of college coursework, then their previous high school CGPA will be evaluated. All award recipients must deliver official transcripts (high school or prior non-Kaplan University undergraduate coursework) to the Kaplan University Prior Learning Assessment Center (550 West Van Buren Street, 7th Floor, Chicago, IL 60607) or to their individual campus location to be eligible for the scholarship award.

“Or its equivalent” refers to NACES-approved agency’s evaluations for (i) foreign transcripts and (ii) domestic college transcripts that meet the CGPA and accreditation requirement but are not based on a minimum of 6 semester credit hours or 9 quarter hour credits earned.

1. Foreign transcripts that are the equivalent of a high school transcript:
   - Students submitting an international/foreign transcript equivalent to a high school transcript are required to additionally provide an evaluation of their international transcripts from a NACES-approved agency that can confirm (a) that the international/foreign transcript is at a minimum the equivalent of a high school education and (b) that the international/foreign grade values align with the U.S. domestic 4.0 scale, such that the CGPA awarded meets the minimum 2.75 CGPA as required of the Scholarship. This transcript evaluation request, submission with scholarship application, and cost of obtaining a NACES evaluation is at the student’s expense.

2. Foreign transcripts or college transcripts that are the equivalent of a minimum of 6 semester credit hours or 9 quarter college credit hours earned:
   - Students submitting an international/foreign transcript or domestic college credits equivalent to 6 semester credit hours or 9 quarter college credit hours earned are required to additionally provide an evaluation of their international transcripts or domestic college transcripts not measured in semester or quarter credits from a NACES-approved agency that can confirm (a) that the international/foreign transcript or domestic college transcript is at a minimum the equivalent of 6 semester credit hours or 9 quarter hour college credits from a regionally or nationally accredited school and (b) that the international/foreign or domestic college grade values align with the U.S. domestic 4.0 scale, such that the CGPA awarded meets the minimum 2.75 CGPA as required of the Scholarship. This transcript evaluation request, submission with scholarship application, and cost of obtaining a NACES evaluation are at the student’s expense.
Nursing applicants will be considered based upon all the eligibilities listed above and in the Kaplan University Catalog, and must provide proof of graduation by submitting a nursing associate’s degree, certificate, or diploma.

Employees of Kaplan, Inc., and its subsidiaries and their spouses or children are not eligible to apply.

**Types of Awards**

**Partial Scholarship**

The Kaplan University/American Freedom Foundation Scholarship Award provides partial-tuition coverage allowing recipients to attend Kaplan University for $195.00 per credit (a maximum reduction of 47% from the standard undergraduate tuition cost at Kaplan University).

The Scholarship can be used only toward the cost of tuition — it does not cover any fees. The Scholarship may be used toward any associate’s or bachelor’s degree or undergraduate certificate program except for the Associate of Science in Nursing (prelicensure), Prelicensure Bachelor of Science in Nursing, or Practical Nursing Diploma.

Recipients are not eligible for other Kaplan University discounts, scholarships, grants, or tuition vouchers, including military and alliance relationships discounts, or Kaplan University Tuition Cap pricing.

Recipients may receive financial aid and outside scholarships not funded by Kaplan University.

**Full Scholarship**

The Kaplan University/American Freedom Foundation full-scholarship award will cover tuition, applicable fees (technology, clinical, course assessments, etc.), and books/required materials at Kaplan University. The Scholarship may be used in any associate’s or bachelor’s degree or undergraduate certificate program except for the Associate of Science in Nursing (prelicensure), Prelicensure Bachelor of Science in Nursing, or Practical Nursing Diploma.

Partial-tuition scholarship recipients of the Kaplan University/American Freedom Foundation Scholarship who complete their first term at Kaplan University with a CGPA of 3.90 or higher will automatically be included in a pool of candidates to be considered for the full-scholarship award. For every 50 candidates in the pool, Scholarship America will select one (1) current student to receive a full-scholarship award. The chosen recipient should expect to be notified by Scholarship America at the end of his or her second term and the full scholarship will start in the third term.
The full-tuition scholarship recipients will be selected using Scholarship America’s standard recipient selection procedures including: (1) the consideration of academic performance at Kaplan University for their first term under the partial-tuition scholarship; and (2) demonstrated leadership and participation in school and community activities, work experience, a statement of career and educational goals and objectives, and unusual personal or family circumstances provided at the time of partial-scholarship application. Preference will be given in selection of the full scholarship to students meeting the 3.90 or higher GPA requirement and who are (1) the family member of a combat-deceased, combat-wounded, or disabled servicemember or (2) are taking two courses per term. Financial need is not considered.

Scholarship Terms and Conditions

All scholarship applicants apply using the partial-scholarship application, and must meet the following:

To receive the Scholarship you must:

- Be a first-time student at Kaplan University for the Kaplan University/American Freedom Foundation Award. Full-scholarship candidates will be selected from these students only.
- At the time of your scholarship application, provide proof that you are either spouse or dependent of a current, veteran, or retired U.S. military servicemember, (2) a current or retired DoD civilian employee, or (3) a spouse or dependent of a current or retired DoD civilian employee.
- If required, pass an entrance assessment prior to enrollment.
- Meet all Kaplan University standards for enrollment as outlined in the University Catalog.
- Enroll in at least one course per term and start class no more than 60 days after award notification.
- For the Bachelor of Science in Nursing, provide an associate's degree, diploma, or certificate in nursing with a minimum of 50 quarter credit hours of eligible credit with a focus in nursing. See the Kaplan University Catalog for full admissions requirements for nursing students.

To maintain the Scholarship you must:

- Provide official transcripts to the University prior to the end of the first term.
- Submit a request for a criminal background check (as applicable by the program) prior to the first day of the first term. No funding will be processed until an approved background check is on file. If your background check is not approved by the end of the third week of your first term, your enrollment will be cancelled.
- Partial-scholarship award recipients must maintain a cumulative grade point average (CGPA) of 2.75 or higher at the end of each academic year.** Full-scholarship award recipients must maintain a 3.0 or higher CGPA to retain the full award. The CGPA is not measured at the end of each term; instead, it is continually measured at the end of each academic year. An academic year
is usually three terms. If the minimum CGPA is not maintained at the end of each academic year, the Scholarship will not be renewed for future terms.)

- Not be placed on academic probation for any reason.
- Meet Kaplan University standards for satisfactory academic progress as outlined in the University Catalog.
- Be continually enrolled at Kaplan University. Students who withdraw or are dismissed will no longer be eligible for the Scholarship. Allowances are made for students to retain the Scholarship if they are on approved leave or military leave of absence as outlined by University policy.
- Remain in good financial standing with Kaplan University.

**Scholarship terms:**

- The Scholarship recipient retains the scholarship award until completion of their specified program of study, provided eligibility is maintained. No reapplication is required, and no reapplication is required for a change of program.
- The Kaplan University/American Freedom Foundation Scholarship covers tuition only and can be used toward an undergraduate degree or certificate program only. There is no direct cash benefit provided to the student.
- If selected for a full-scholarship award, a new terms and conditions letter will be provided.
- All awards are limited to one per student, and are not transferrable (unless otherwise designated in writing).
- If a student fails and retakes a course, scholarship money will not be re-awarded for that course.
- Only one change of program is allowed.
- Recipients are not eligible for other Kaplan University discounts, scholarships, grants, or tuition vouchers, including military and alliance relationships, or Kaplan University Tuition Cap pricing. Offers cannot be combined.
- Recipients may receive financial aid and outside scholarships not funded by Kaplan University.
- A loss of eligibility triggers the cost per credit to revert up to the specific student's next best available tuition rate, up to the full tuition rate.
- Being placed in a probation status for any reason will result in immediate loss of scholarship.

Kaplan University will manage all aspects of the recipients’ initial degree program enrollment and all subsequent academic course term enrollments for recipients meeting continued eligibility for receipt of scholarship. Scholarship America is not responsible for the enrollment portion of the scholarship program.

**How do I apply?**
Before beginning the application process, please read the following guidelines and instructions. **Print this information** and keep it on file for reference to program procedures and important dates. Only online applications via this website will be accepted. You, the applicant, are responsible for gathering and submitting all required information. This is a competitive program. Your application is evaluated on the information supplied; therefore, answer all applicable questions as
completely as possible. Read and follow the instructions provided for each section of the application. Please note: candidates who leave the essay portion(s) of the partial-scholarship application blank will not be considered for a full scholarship. Before registering, you may wish to gather the following information needed to submit your application:

- Telephone number and email address of the applicant’s sponsor (parent or spouse) who is a U.S. military servicemember or DoD civilian, as applicable
- Your most recent transcript(s) of grades
- Work history
- School and community activities
- Unusual personal or family circumstances
- Short statement of your educational and career objectives
- Evidence of affiliation (see Required Supporting Documents below)

See below for required supporting documents. It is recommended that you upload files as part of your online application.

Ready to start?

- Click on "Register to Apply" at the bottom of this page.
- Read and agree to the Online Application Consent, then register with a user name and password to create your account. Write your user name and password down and keep them on file so you can access your application. If you lose this information, you must start over by registering with a new email address, user name, and password.
- Correspondence throughout the application process will be by email.
- Applicants failing to register with a valid active email account that accommodates bulk mail may not receive necessary notices or consideration for an award.
- Use standard capitalization: Jane Smith, not JANE SMITH or jane smith.
- You may leave the site by clicking "Save and Log Out" on the left navigation bar. You must enter your user name and password to log back in to your application.
- Carefully read the instructions at the top of each application section and formatting tips alongside some fields.
- Required fields are marked with an asterisk (*). You will be unable to lock and submit your application until all required information is provided.
- Click the "Upload Documents" link on the left column to attach required files, as defined below, to your application. If your uploaded documents are not clear and readable, rescan them until these are usable by the evaluators or mail legible paper copies per the instructions below. Illegible or unusable files are not acceptable and your application will be considered incomplete.

Required Supporting Documents

In addition to completing and submitting the online application, applicants must submit the following documents in English. Include your name and application ID number on all required documents. PDF files are preferred. You may upload them as part of your application. If you have already submitted an application, you can email any missing supporting documents to aff@scholarshipamerica.org OR mail paper copies in one envelope to Kaplan University/American Freedom
Foundation Scholarship, Scholarship America, One Scholarship Way, Saint Peter, MN 56082, U.S.A., postmarked by the application deadline of December 9, 2016. Required documents include:

1. Transcript(s)
   • Provide current, complete unofficial or official transcript(s) of grades. Grade reports are not acceptable. Online transcripts must display student name, school name, grade, and credit hours earned for each course and term in which each course was taken. Send your final high school transcript if you have not attended any postsecondary schooling.
   • If you have attended a complete term of postsecondary education send transcripts from ALL the postsecondary schools you have attended, even if only for one term. Please note the official version of any unofficial transcript submitted with a partial-scholarship application must be submitted to Kaplan University prior to the end of the student’s first term.

2. Evidence of one of the following affiliations:
   • **Affiliation With U.S. Military Servicemember:** Evidence of U.S. military service affiliation for the applicant’s ”Who is eligible?” section. This may consist of (but is not limited to) a Statement of Service, a letter or written statement from the Personnel Department or the Commanding Officer, Leave and Earnings Statement (LES), document of proof from DEERS (such as ID card request or approved transfer of education benefits), TRICARE insurance card, enlistment contract, PCS orders, a copy of Duty Orders, Purple Heart award certificate or orders, Military Discharge Certificate, death certificate, VA disability statement, or a DD 214/15. **Please do not send or upload a copy of a military ID.** Copy of marriage certificate and/or the death certificate is required for a deceased U.S. servicemember spouse or parent or if the legal names do not match. Scholarship America and Kaplan University reserve the right to request additional information to verify status for any scholarship applicant or recipient.
   • **Affiliation With DoD Civilian Employment:** Evidence of DoD civilian employment affiliation for the applicant’s ”Who is eligible?” section. This may consist of form SF-182 (the Request, Authorization, Agreement, and Certification for Training Form), a letter or written statement from the DoD Personnel Department or a DoD immediate supervisor on official stationary, or official email that includes contact information—name, phone number, and email. Retired DoD civilians may provide Standard Form 3107 (Federal Employee Retirement System), Retirement Standard Form 50 (Notification of Personnel Action), or a 1099-R tax statement. Copy of marriage certificate is required if the legal names of spouse and student do not match. Scholarship America and Kaplan University reserve the right to request additional information to verify status for any scholarship applicant or recipient.

**Ready to submit your application?**
• Print and review your application data and uploaded files on the ”Review Application” page.
• You may make changes to any section until the application is submitted. Be sure to review again after each change.
• When you are satisfied all information is accurate and complete, print a copy for your records from the "Review Application" page. Do not send a printed copy to Scholarship America.
• Submit the application by following the instructions on the "Review Application" page.
• After you lock and submit the application, no changes can be made and you can no longer print a copy or attach files. Your account will be closed and you will have no further access to your application data.
• Wait for the "Thank You" page to confirm your submission. You will also receive an email upon successful submission.

This is a competitive scholarship awarded to first-to-apply, first-eligible applicants, and therefore scholarship awards may be exhausted before the scholarship deadline of 11:59 pm CT, Friday, December 9, 2016.

How are the recipients selected and notified?
Partial-tuition scholarships will be awarded to applicants who properly submit their application and meet the eligibility requirements stated above. Kaplan University will notify recipients throughout the application period as eligibility is verified. Student applicants who do not appear to be eligible for this program will be notified by Scholarship America no later than December 16, 2016. Students who do not submit a completed scholarship application with supporting documentation by December 9, 2016 will be considered ineligible.

The full-tuition scholarship recipients will be selected by Scholarship America using their standard recipient selection procedures, including:
(1) the consideration of academic performance at Kaplan University for their first term under the partial-tuition scholarship; and (2) demonstrated leadership and participation in school and community activities, work experience, and an (essay) statement of (i) career and educational goals and objectives and (ii) unusual personal or family circumstances provided at the time of partial-scholarship application. Preference will be given in selection of the full scholarship to students meeting the 3.90 or higher GPA requirement and who are (1) the family member of a combat-deceased, combat-wounded, or disabled servicemember or (2) are taking two courses per term.

Financial need is not considered. The prospective recipients must be verified as clear with the Office of Foreign Assets Control (OFAC) database, as applicable.

The selection process will not be influenced or affected by the actual or perceived race, religion, color, national origin, ancestry, disability, gender, or sexual orientation of any applicant.

Kaplan University will notify partial-scholarship recipients within 45 days of scholarship approval and full-scholarship recipients by the end of their second term at Kaplan University. All applicants agree to accept the decision as final.
**How and when are scholarships paid?**
No direct scholarship payment will be made to the recipient. Applicable tuition and fee awards will be provided to the recipients as a credit toward their student account at Kaplan University. There will be no cash value for unused scholarship amounts, and students will not receive any cash payments or credits other than amounts credited toward the cost of their program tuition as applicable based upon the type of scholarship received.

**Recipient Obligations**
- If chosen, the recipient is required to deliver official transcript(s) of prior coursework (high school or prior college coursework) to the Kaplan University Prior Learning Assessment Center (550 West Van Buren Street, 7th Floor, Chicago, IL 60607) for online students, and to their respective campus location for campus-based students, no later than the end of their first term of study.
- Upon notification of award and as requested, recipient will provide color photo and signed media release that allows Kaplan University the rights to use the student’s likeness (photos, videos, testimonials, or comments) in the publication of scholarship results and promotional materials.
- Recipient is also required to notify Kaplan University of any changes in email address, physical address, school enrollment, or other relevant information.

**Terms and Conditions**
Kaplan University reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time, including termination of the program. Scholarship America is administering the program.

**Questions? Contact us:**
Email: aff@scholarshipamerica.org
Call: 507.931.1682 and ask for the Kaplan University/American Freedom Foundation Scholarship Program.