Cooke Access Portal (CAP) Scholar Manual for Undergraduate and Graduate Scholars

Introduction

Welcome to the Cooke Access Portal (CAP), a system created by the Jack Kent Cooke Foundation to help scholars fulfill their scholarship requirements. You will use CAP throughout your time as a Cooke Scholar to input grades, upload transcripts, communicate with the foundation and perform other required tasks.
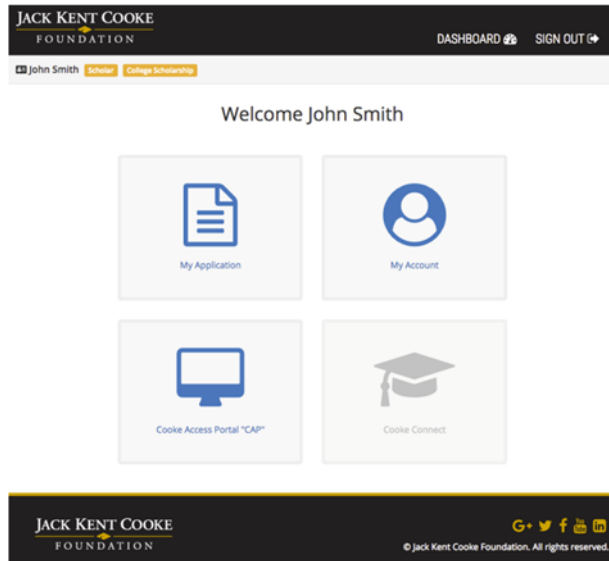
Accessing CAP

To sign in, go to https://account.jkcf.org and log into your account. If you previously used this website when applying for your Cooke Foundation scholarship, enter the email address and password you created. If you forgot your password, click the Forgot your password? link and follow the instructions. If you applied to the Cooke Foundation previous to 2016 or you are a Graduate Scholar, we have created an account for you and emailed your username and password information to you.

The sign in screen will look like this:

After you sign in, you will see a welcome screen with a few options:

Click on the Cooke Access Portal "CAP" icon on the bottom left to access CAP. This will open a new tab in your browser.

Dashboard

The screen with the welcome message at the top and a To Do List further down is your CAP dashboard. In the upper right corner of the screen, you will also see a link to My Dashboard. Clicking on this link will always take you back to your main dashboard. On the dashboard, you will find links to the different sections of CAP.

About Me

To get started, click on the About Me icon on your dashboard. About Me is where you review and edit all of your contact and personal information. You must keep your information up to date; it is the primary way in which the foundation will communicate with you. Please note that every six months, a reminder to update your information will appear under the Welcome message on your dashboard.

Main

Please click through all of the tabs below to ensure that your profile is accurate. You can add or update information as needed. The Cooke Foundation will use the contact information you provide in this profile for all communications.

| Name | Addresses | E-Mail Addresses | Phone Numbers | Emergency Contact | Demographics | Hometown | Citizenship |

Scholar Salutation: Select One ▼

* First Name: [   ]

Middle Name: [   ]

* Last Name: [   ]

Suffix: [   ]

Preferred Name: [   ]

Pronunciation: [   ]

[Next]

[Save]

Name

Use this tab to update your name if it changes. You may include your preferred name (if you prefer a name different from your legal name) and provide pronunciation of your name.

Remember to click the Save button on the bottom of the page when you are finished updating data in each of the tabs. You may advance to other tabs by clicking the Next button or any of the tabs on the page.

Addresses

Use this tab to provide the Foundation with your address(es). To edit, add or delete your addresses, click the Add/Edit Addresses link. From there, you may edit any of your addresses or add a new address by clicking the New Address button. Make sure to properly designate your addresses (School, Permanent, Temporary) and indicate the address you'd like the Foundation to use as your primary address. We may periodically mail correspondence to your primary address.

Email Addresses

Your primary email address is also your username for the system. If you wish to change your primary email address, you must do so via the My Account button found on the Welcome screen when you first sign in. If you use other email addresses, please enter them in the Email Addresses tab. If we have trouble reaching you at your primary email address, we may attempt to reach you at the additional email addresses you provide.

Phone Numbers

Similar to the Email Addresses tab, enter your primary phone and any other phone numbers where you may be reached.

Emergency Contact

You are required to designate at least one emergency contact and may list one additional contact as well. We require this information in case we need to reach someone during an emergency or if we are unsuccessful in contacting you. Do not include as an emergency contact someone you do not wish the Foundation to contact or who is difficult to reach.

Demographics and Hometown

Your date and country of birth, ethnicity, and hometown information are pre-populated from your scholarship application and cannot be changed. If you see a mistake, please contact the Cooke Foundation. You can make changes to the following fields on the Demographics tab: gender, languages spoken and primary language spoken at home.

Country of Citizenship

If your country of citizenship changes, please update it on this tab. If you have dual citizenship, please pick one of your countries of citizenship to list here.

My Academic Institutions

In the My Academic Institutions section, we ask you to provide information about the school you are currently attending. While most scholars will only attend one institution during their scholarship program, some will attend a different institution if participating in approved summer study, study abroad programs, etc.

Please note: Adding an institution in CAP does not constitute a request for summer study funding, to transfer to a new institution, or to add additional time to your Cooke scholarship. Please contact your educational adviser if wish to discuss attending a different institution.

You will not be able to add a new academic institution until the About Me section has been updated.

Adding a New Academic Institution

1. Click the Add New Academic Institution button.

2. Select one of the following as the type of institution and click Save:
   - College/University – if you are enrolled in an undergraduate degree program.
   - Graduate School – if you are enrolled in a graduate program.

   Once you choose a school type, you will see this page:

3. In the Academic Institution field, start typing the name of your institution. As you type, a list of schools will auto-populate. If your school is listed, select it. If you don't initially see your school, continue to type the complete name or try different variations of your school's name.

   If you are unable to find your school in the auto-populated list, refer to the next section in this manual titled Registering a New Academic Institution to register your school.

4. Graduate Scholars will enter the name of their enrolling school or program.

5. From the Schedule dropdown, select your school's academic calendar. The choices are Semester, Quarter or Trimester. If you don't know your school's academic schedule, please refer to your school's website.

6. Indicate if you are currently enrolled at this institution.
   - If you are currently enrolled or will be soon, select Yes and enter your Anticipated Graduation Date. If you aren't sure of your graduation date, please provide your best estimate.

- If you are no longer enrolled at the institution, select No and answer the "Did you Graduate with a Degree?" question. If you select Yes, enter your graduation date and the term in which you graduated.

7. Click on the Enter Degree(s) button to enter your intended degree and major/field of study information. Click the plus sign button (+) to add a degree.

For Undergraduate Scholars the screen will look like this:

Instructions

> Please enter your anticipated degree(s) below.

Degree(s)

Degree Type	Major	Minor (optional)	
Select One ▾	Select One ▾	▾	✖

[+]

- Degree Type – Select the degree you are pursuing or plan to pursue.
- Major – Select your major. If you have yet to decide on a major, choose Undecided at the bottom of the list. If you are working towards or have completed more than one major, use the plus button to add a new row and provide additional information.
- Minor – If you have a minor, select it from the list. If you are working towards or have completed more than one minor, use the plus button to add a new row and provide additional information. If you have more minors than majors, you may enter duplicate degree and major information in order to choose an additional minor.

Please note: the Foundation does not typically fund more than one major and minor if additional majors/minors add more time to your degree. Please contact the Foundation if you plan to pursue more than one major or minor.

You may edit or delete degree information when entering your grades. See the My Grades section for further details.

For Graduate Scholars, the screen will look like this:

Instructions

> Please enter your anticipated degree(s) below.

Degree(s)

Degree Type	Graduate Area of Study	
Select One ▾	Select One ▾	✖

[+]

- Degree Type – Select the degree you are pursuing.
- Graduate Area of Study – Select your field of study. If you are working towards or have completed more than one graduate degree, use the plus button to add a new row and provide additional information. If you have more than one field of study per degree, you may enter duplicate degree types in order to choose an additional area of study.

  You may edit or delete this information when entering your grades.

8. Once you are finished entering your information, click the Save and Close buttons to save your information and close the window.

9. When you have entered all required information, click the Submit button on the bottom of the Add New Academic Institution page. Once submitted, your school information will be verified by Cooke Foundation staff within 1-2 business days.

Registering a New Academic Institution

If you were unable to find your college or university in the dropdown list, you must register your school by providing the school's information. Follow the steps below to register your school. Once you do, the Cooke Foundation staff will verify the school and add it to the system. After the Foundation reviews and adds the school to the system, you will be prompted to complete the academic institution portion of your profile.

1. On the Add New Academic Institution form, click the Enter New Academic Institution button.

Can't Find your School?

Enter New Academic Institution

2. A window will pop up asking you to provide your school's name, address and website and your name, phone number and email address.

3. Click the Submit button at the bottom. Once we have verified your school, we will notify you via email that you may now complete the academic institution section of your profile.

My Grades

The Foundation requires scholars to submit grades at the end of every term. Promptly submitting your grades is required to maintain good standing in your scholarship program. Refer to the Scholar Handbook to review transcript requirements. You are only required to enter your current term information in CAP, please do not enter past terms.

At the end of every term, you will receive an email notification that it is time to submit your grades in CAP. A request to enter grades will show up on your To Do List on your dashboard. Please note you will not be able to submit grades until the request appears on your To Do List.

To Do List					
ACADEMIC INSTITUTIONS (0)	GRADES (1)	COMMUNICATIONS (1)			
#	Academic Institution	⇕ Calendar Year	⇕ Term	⇕ Due Date	⇕
1	Stanford University		Semester -	01/25/2018	View

Adding New Grades

Before you enter your grades, you must have a copy of your most recent transcript. You cannot edit your grade entry once you click Submit therefore do not start this process until all of your grades have been posted by your school. Your transcript must contain data for all of the required fields.

1. To begin entering your grades, click on the Grades tab on your To Do List.

2. Click the View button next to the <u>institution</u> for which you are submitting grades.

3. Enter your year in school and the academic year.

4. Enter the school term for which you will be entering grades.

> On this page, you will input your term grades to submit to the foundation. To do so, select your year in college and the calendar year for the grades being entered. After you click Save, you may select the school term for the grades being entered. Then answer questions regarding your term GPA and cumulative GPA, if applicable. After you save your responses, you will be able to add your course grades and upload a copy of your transcript.

    * **Due Date:**   04/16/2018

    School: Harvard University/Harvard College

☐ Enter Grade and Term Information

* **Year of Study**

Select One ▾

If you are uncertain of your year in school, please contact your educational adviser.

* **Academic Year**

Select One ▾

* **Term**

Select One ▾

5. Review your degree information. Click Enter Degree(s) button to review and update your degree, major/field of study, and minor information, if necessary.

For Undergraduate Scholars Only:

1. Click on Enter Course(s) button. A new window will open where you enter individual course information. To add a course, click on the plus sign button (+).

Instructions

Click the "+" button to add grade information for all of your courses for the term.

For each course, enter the following:

- Course Number – enter "1" if course number is not listed on your transcript
- Name of Course Provided on Transcript – enter the exact course name as it appears on your transcript
- Subject – select the subject from the list that most closely matches your course. If you are unsure which subject your course belongs in, please review this list
- Credit Hours – enter "0" if credit hours are not listed on your transcript
- Course Grade – enter the grade you received in the course
- Counts Towards Major – does this course count towards your major? If you have not yet declared a major, please select "I'm Not Sure"
- Counts Towards Minor – this field will appear if you selected a minor in the "degrees" section

Course(s)

Course Number	Name of Course Provided on Transcript	Subject	Credit Hours	Course Grade	Counts Towards Major

[+]   Save Clear Close

For each course, enter the following:
- Course Number – enter "1" if course number is not listed on your transcript
- Name of Course Provided on Transcript – enter the exact course name as it appears on your transcript
- Subject – select the subject from the list that most closely matches the course
- Credit Hours – enter "0" if credit hours are not listed on your transcript
- Course Grade – enter the grade you received in the course
- Counts Towards Major – does this course count towards your major? If you do not have a major yet, please select "I'm not sure" from the dropdown.
- Counts Towards Minor – this field will appear if you selected a minor in the degrees section

Click the plus sign button to add grade information for all of your courses for the term. The following is a screenshot of this page populated with grade information.

Instructions

Click the "+" button to add grade information for all of your courses for the term.

For each course, enter the following:

- Course Number – enter "1" if course number is not listed on your transcript
- Name of Course Provided on Transcript – enter the exact course name as it appears on your transcript
- Subject – select the subject from the list that most closely matches your course. If you are unsure which subject your course belongs in, please review this list
- Credit Hours – enter "0" if credit hours are not listed on your transcript
- Course Grade – enter the grade you received in the course
- Counts Towards Major – does this course count towards your major? If you have not yet declared a major, please select "I'm Not Sure"
- Counts Towards Minor – this field will appear if you selected a minor in the "degrees" section

Course(s)

Course Number	Name of Course Provided on Transcript	Subject	Credit Hours	Course Grade	Counts Towards Major
100	Introduction to biology	Life and Physical Sciences	3	A	Yes
105	Economics	Social Sciences and History	3	B+	Yes
			6.00		

[+]   Save Clear Close

2. After you have finished entering all of your course and grade information, click the Save and Close buttons on the bottom of the grade form.

For both Graduate and Undergraduate Scholars:

1. Click on the upload button under Upload School Grade Report/Transcript. This will open a file manager upload window. You may either drag your transcript file into the window from your computer or click the folder icon to find and select the file to upload. If you have only a paper transcript, scan and save it as a file or take a clear photo with your phone and upload the image. **Please note that your spring term transcript must be an _official_ transcript. In order for you to upload an official transcript, you must request the transcript be sent directly to you. You may open the official transcript, scan it and upload it as instructed above.**

File Manager

Drag and drop files here.

Maximum file size: 2 GB

2. Answer the questions regarding your term and cumulative GPAs. If your transcript lists a term GPA, select Yes and enter your term GPA. If your school does not provide term GPAs, select No and provide an explanation as to why there is no term GPA. Do the same for the following question regarding cumulative GPA.

* **Does your transcript include a term GPA?**

⊙ Yes
◯ No

* **Term GPA**

[   ] ❔

* **Do you have a cumulative GPA?**

⊙ Yes
◯ No

* **Cumulative GPA**

[   ] ❔

Notes

Use the notes section to share any additional grade information with your educational adviser.

3. If you have any comments you would like to include regarding your grades, use the notes section at the bottom of the page.

4. After you have provided all required grade information, click the Submit button.

My Communications

Use the My Communications section to communicate with the Foundation. To access the communications tool, click on the My Communications link on your dashboard. This is the screen that will appear:

Instructions

In this dashboard, you can communicate with your educational adviser. You can discuss academic issues, share updates, or ask questions about scholarship requirements. Please write a brief two to three word description of the topic in the subject text box. Once you click save, a dialogue box will appear where you can write a more detailed note. Please allow your adviser a few days to respond.

Add New Communication

My Communications

Communications (0)	Communication E-mails (0)	Academic Institution E-mails (0)	Grade E-mails (0)

#	Question Type	Description	Deadline for Followup		Status

Creating a New Communication

1. Click the Add New Communication button.

New Activity

Use this form to send a message to the Foundation. For the "Scholar Question Type" please select Academic and Advising, if you have an academic or advising question or select General Program, if you have a general program question. Please write a brief two to three word description of the topic in the subject box. Once you click save, a dialogue box will appear where you can write a more detailed note. Please allow us a few days to respond.

* Scholar Question Type

Select One

* Subject

Scholar Documentation

Click Save before adding attachments

Save

2. Select a Scholar Question Type.
   - Academic and Advising – if you have an academic or advising question.
   - General Program – if you have a general program question.

3. In the Subject line, enter a brief description of your topic. This is similar to the subject line in an email.

4. Click the Save button.

5. If you have documents pertinent to your communication, click the Upload button under Scholar Documentation to upload a document.

6. On the left-hand side of the screen, you will see a menu with a Notes link.

7. Click on Notes. Then click on the plus sign button (+) to open a text box where you can type your question/message.
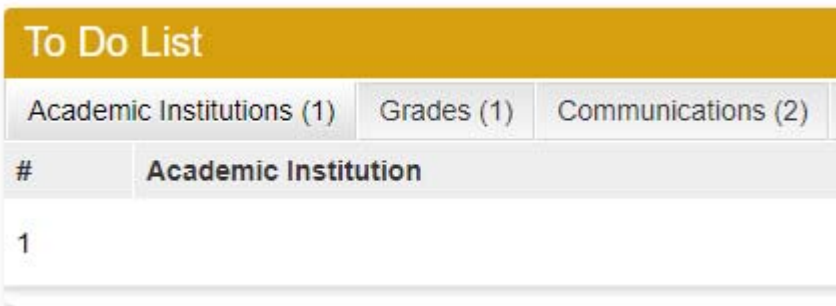

8. Once you are finished, click the Save button on the bottom. You can add multiple notes to a communication.

9. Click the Main link on the left-hand navigation, then click the Submit button on the bottom of the page to submit your communication to the Foundation.

Please note: If you click the Enable Dock button [icon] in the upper right corner of the screen, it will open the Notes screen to the right and keep the Main screen open as well. After you dock the screen, start with #7 above to enter your question/message.

To Do List

Your To Do List is located at the bottom of your dashboard. It will list all tasks requiring your attention.

To Do List		
Academic Institutions (1)	Grades (1)	Communications (2)
#	**Academic Institution**	
1		

Academic Institutions

From time to time we may ask you to update information regarding your academic institution. If so, a new item will appear on the Academic Institution tab of your To Do List. Click the View button to the right of each item to access the Academic Institutions page and update your information.

Grades

At the end of every term, we will ask you to submit your grades. When grades are due, you will see a new item on the Grades tab of your To Do List. Click the View button to access the grades form.

Communications

When you receive a response to a communication you submitted, or receive a new communication from the Foundation, a new item will appear on the Communications tab of your To Do List. Click the View button to review (and respond to) the communication.

Cost of Attendance (COA)

The Cooke Foundation will send you notice when the Cost of Attendance (COA) is ready for completion. You will log in to your CAP account and from your dashboard, click "My COA Forms" or under your To Do List, click on "COA Forms."

Once on the COA Forms page, click the "View" button on the far right that corresponds to the school you are attending/plan to attend.

Read the instructions very carefully. In order to submit a successful COA, you must follow these instructions:

INSTRUCTIONS FOR THE COOKE SCHOLAR

- Complete the following information for the 2018-2019 academic year
- **BEFORE COMPLETING THIS FORM**, access your school budget/costs and financial aid summary via your student account with your school. In order to complete the form below, you will need your school budget/costs (cost of attendance) and financial aid / resources for the entire academic year. You will also upload your financial aid summary as part of the COA process. Refer to the CAP Manual for more detailed instructions.
- Please note, you will **not** have the ability to save and return to this form; you must complete all requested information in one sitting.
- You must enter a value in each expense field. If an expense does not apply to you, enter "0" (zero).
- Note that the cost for a computer may only be included for first year Scholars. Enter "0" (zero) if you are a returning Scholar.
- If you do not have a specific Financial Aid Officer, enter "Financial Aid Office" in the name field and provide an email address and phone number for the office.

- Following submission of your school cost and financial aid/resources information below, the Cooke Foundation will contact your school to verify the amount we can award without displacing your existing financial aid.

- After your award is verified by your school, the Cooke Foundation will provide you with award details via email. You are responsible for notifying your school of the award amount.

- The Cooke Foundation expects that your tuition, fees, stipends, and other costs will not typically exceed other students' costs of attendance and will examine all submissions for such discrepancies.

- The Cooke award is not intended to displace other aid, but is intended to help bridge the gap between your current aid and the full cost of attendance at your institution.

- If you have questions about the COA process, submit a communication via CAP. Click on the "My Communications" link on your dashboard, click the "Add New Communication" button, and select "Finance-Related" from the "Scholar Question Type" drop-down.

Student ID Number

Enter your college/university school identification number. If you do not have a school student ID number yet, enter your last name in the "Student ID Number" field.

* Student ID Number (your school ID number): [   ]

* Academic Institution: Cornell University

Institution City: Ithaca

Institution State: New York

Institution Country: United States

* Academic Calendar: Semester

Do you qualify as an independent student?

This field will only be present for Undergraduate Transfer and Graduate Scholars. Generally, all College Scholars are considered dependent students.

For Undergraduate Transfer and Graduate Scholars, click "Yes" only if you are designated an independent student as according to your Free Application for Federal Student Aid (FAFSA). If that is the case, please answer all of the corresponding questions.

For College Scholars and Undergraduate Transfer Scholars who according to the FAFSA are dependent students, click "No." (If you are a College Scholar who according to FAFSA is an independent student, contact the Cooke Foundation via the Communication tool in CAP or by sending an email to finances@jkcf.org.)

* Do you qualify as an independent student?

[Select One ▾]

Will you be requesting funding for dependent child care?

Undergraduate Transfer and Graduate scholars only will be prompted to answer questions about funding for dependent child care. Refer to the Scholar Handbook and Dependent Expenses Financial FAQs on the Foundation's website (https://www.jkcf.org/cooke-scholar-community/resources/) for more detailed information.

Dependent Child Care

- In certain circumstances the Cooke Foundation will consider the inclusion of expenses related to dependent children when determining a scholar's cost of attendance.
- For such expenses to be considered you must complete the fields below and upload all documents requested (including your 1040 and your spouse's W-2, if applicable).
- When entering School Expenses, provide the amount your school approves for dependent-related expenses. (Please note that you may need to talk with your financial aid officer to acquire this figure.)

* **Will you be requesting funding for dependent child care?**

Select One ▼

All undergraduate scholars must provide their year in school according to federal financial aid eligibility. All scholars (undergraduate and graduate) must provide housing plan, health insurance and enrollment status information.

* **Indicate your year in school according to your federal financial aid eligibility**

○ First Year
○ Second Year
○ Third Year or Beyond
○ Does Not Apply (Not eligible for federal financial aid)

* **Housing Plans - Where will you be staying?**

Select One ▼

* **Health Insurance Needs**

○ Option 1: I will be covered under my parent's plan -OR- I do not need health insurance included in my cost of attendance
○ Option 2: I plan to enroll in my university's health insurance plan and want the cost of health insurance included in my cost of attendance
○ Option 3: My health insurance plan is through a third-party provider (if this option is selected, a signed letter from the university with the name of the provider and cost for the academic year is required)

* **Are you requesting funding for a full academic year or a single term?**

Select One ▼

* **Enrollment Status**

Select One ▼

Enter your cost of attendance for the full academic year (if enrolled for the full academic year) or for an academic term (if enrolled for less than the full academic year). These costs must correspond to your cost of attendance/school budget from your college online account. If you have additional costs listed in your budget that do not correspond with one of the categories on the COA, click "Yes" to the question "Are there other expenses not listed on your school budget/costs (cost of attendance) form that were not captured above?" Otherwise, click "No."

Student Expenses

* Tuition

* Fees

* Books

* Room and Board

* Personal Miscellaneous

* Transportation

* Computer

* Are there other expenses not listed on your school budget/costs (cost of attendance) form that were not captured above?

Select One ▼

Financial Aid

Click the "Enter Anticipated Financial Aid Resources" button. This opens a new window where you will input any financial aid you've been awarded. You will enter your entire gift aid amount for the academic year (or term if enrolled for less than a full academic year) according to your financial aid summary/financial aid letter from your school. **Follow all of the instructions provided.**

Be sure to click "Save" and "Close" when finished entering all of your financial aid.

Anticipated Resources -

- Click the plus sign button (+) to add your anticipated resources for the entire academic year.
- Based on your most up-to-date financial aid summary, enter all scholarships and grants you expect to receive for the entire academic year. Do not include loans or work study.
- Click the applicable "Resource Type" from the dropdown and enter the amount.
- Under "Name/Description", provide the name and a brief description of all named scholarships you are receiving.
- To add additional financial aid/resources, click the plus sign button (+)
- Remember to include all other outside scholarships you have been awarded.
- If any resources are to be applied to one term only and not split evenly among terms, please make note in the "Name/Description" field (e.g., scholarship is only for fall term).
- If revising resources previously submitted, please enter the revised amount, or enter "0" (zero) if you are no longer receiving the aid.
- If you attend a foreign institution, please enter all resources in the native currency of the country you are attending school. If you are attending a U.S. institution, please enter your anticipated resources in U.S. dollars.

Resource Type	Amount	Name/Description
Federal Pell Grant	$3,000.00	
Federal Supplemental Educational Opportunity Grant (SEOG)	$2,000.00	
Institutional Grants/Scholarships	$30,000.00	William Smith University Grant
Other Grants/Scholarships	$1,000.00	Rotary Scholarship

[Save] [Clear] [Close]

Did you complete a FAFSA?

If you are eligible for federal financial aid, you must complete the FAFSA and select "Yes" for this question. Enter your Expected Family Contribution (EFC) from your FAFSA Student Aid Report (SAR).

* Did you complete a FAFSA?

| Yes ▾ |

Expected Family Contribution (total for whole year)

[   ]

Upload Documents

All scholars must upload their school costs/budget, financial aid summary and a Cooke Foundation COA worksheet, if it was used to assist with completing your COA.

* Please upload your school budget/costs and financial aid summary. Also upload your Cooke COA worksheet, if applicable.

[⬆]

Financial Aid Office Information

All scholars must provide information about their school's financial aid office. If you are working with a specific financial aid officer, provide his/her name, email address and phone number. If you are not working with a specific person or do not know your financial aid officer's name, enter "Financial Aid Office" in the name field and provide the email address and phone number for the financial aid office.

* Financial Aid Officer Name

* Financial Aid Officer E-mail Address

* Financial Aid Officer Phone Number

After completing all of the fields and verifying your numbers with your school costs/budget and financial aid summary, click the "Submit" button to submit your COA to the Cooke Foundation. If you have any questions, please contact Cooke Foundation staff by clicking "Contact Staff." Be sure to select "Finance-Related" as your question type.

* Scholar Verification Acknowledgement

☐ I certify, to the best of my knowledge, that the information on this form is complete and accurate. I understand that falsification of any information will cause my disqualification from the scholarship program.

[Submit] [Contact Staff]

Award Notification

After you submit your COA, the Cooke Foundation will review it and contact the financial aid officer/office you designate to approve your Cooke Foundation award amount. Following your school's approval, the Cooke Foundation will email your award notification. Please note that your award may be all scholarship, all forgivable loan (undergraduate scholars only) or a combination of scholarship and loan (undergraduate scholars only). In addition, some scholars may receive full funding from other sources and not need funding from the Cooke Foundation in an academic year.

The following is a sample award notification email:

> Subject Line: 2018-2019 Jack Kent Cooke Foundation Award Amount

> Dear Scholar,

> We recently received your cost of attendance form and, after contacting your school and obtaining their approval, have determined your estimated Cooke Foundation scholarship award

amount to be $11,844.00. I've listed a breakdown of your expenses and your aid below, as they were listed on the submitted cost of attendance form. If any of these figures change during the year, you must contact the Cooke Foundation immediately. Your total Cooke award also includes federal Direct and PLUS loans. If you choose to take out federal loans to cover those costs that cannot be covered through our scholarship, and meet the Cooke Foundation's requirements for loan forgiveness, you will be eligible to have up to $16,100.00 in federal loan funding repaid by the Cooke Foundation upon your graduation. To accept or decline these loans, log in to the Cooke Access Portal (CAP), click "Loan Forgiveness Agreements" under your To Do List, and follow the instructions.

EXPENSES:
$52,612.00 Tuition
$599.00 Fees
$2,354.00 Health Insurance
$930.00 Books
$14,330.00 Room and Board
$1,850.00 Personal Expenses
$220.00 Transportation Expenses
$1,500.00 Computer Allowance
$74,395.00 TOTAL

RESOURCES/AID:
$11,844.00 Cooke Foundation Scholarship
$5,500.00 Federal Direct loan (eligible for Cooke Foundation loan forgiveness)
$10,600.00 Federal PLUS loan (eligible for Cooke Foundation loan forgiveness)
$37,781.00 Institutional Grants/Scholarships
$5,920.00 Federal Pell Grant
$2,750.00 Federal Supplemental Educational Opportunity Grant (SEOG)
$74,395.00 TOTAL

You will also find attached documents that provide additional information about your award, including the payment process, forgivable loan instructions, and a sample loan disclosure statement. Please review these important documents, retain them for future reference, and follow all instructions to sign the loan agreement letters and upload the required disclosure statements.

You must accept or decline the above loans via CAP.

As soon as your fall term charges post to your account, upload your billing statement via CAP. The billing statement must show itemized charges for tuition, fees, and if applicable, on-campus room and board. We must receive a bill to issue your check. For all returning Cooke Scholars, payment of your scholarship is also contingent upon the Cooke Foundation receiving from you a satisfactory 2017-2018 annual report and transcript.

If you have any questions, please call our finances team at 703-723-8000 or send a communication via CAP by selecting "Finance-Related" from the Scholar Question Type dropdown.

Cooke Forgivable Loan Program – for eligible undergraduate scholars only

For undergraduate scholars receiving forgivable loan(s), additional steps through CAP are required to accept, partially accept or decline the loan(s) as well as to sign the loan agreement letter(s). If a Parent PLUS loan is also part of your award, you must accept, partially accept or decline the PLUS loan on your parent's behalf. Therefore, please discuss this funding with your parent(s). If you accept or partially accept, you will provide, via CAP, information about your parent who will take out the loan.

The following is a sample of the email you will receive from CAP@jkcf.org instructing you to log in to CAP to take action on a loan.
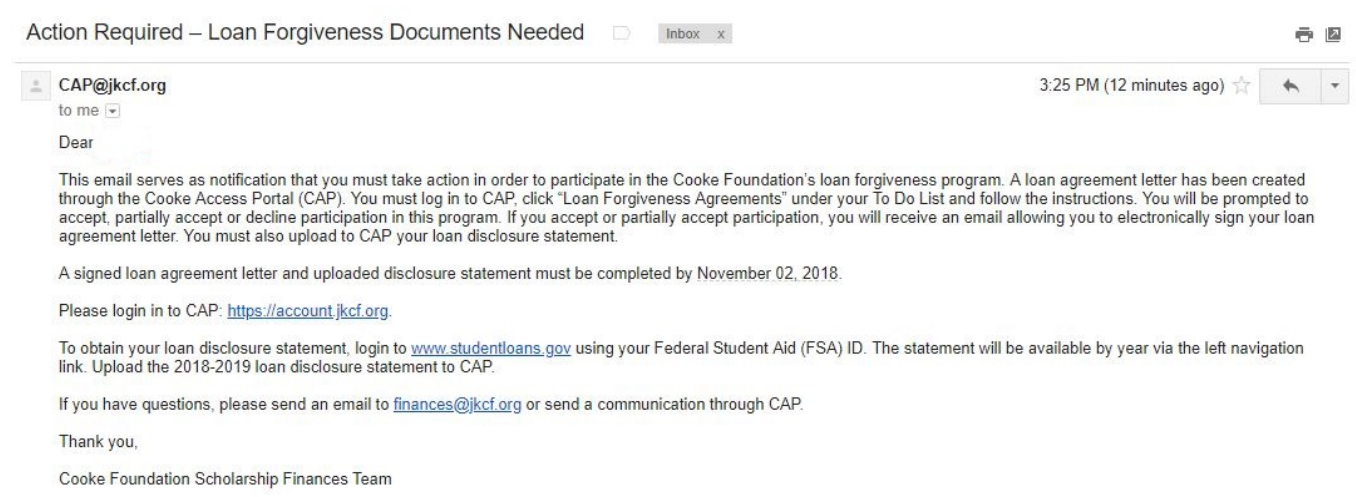
After you log in to CAP, click on "Loan Forgiveness Agreement" under your To Do List. Click the "View" button to the far right next to the loan for which you need to take action.
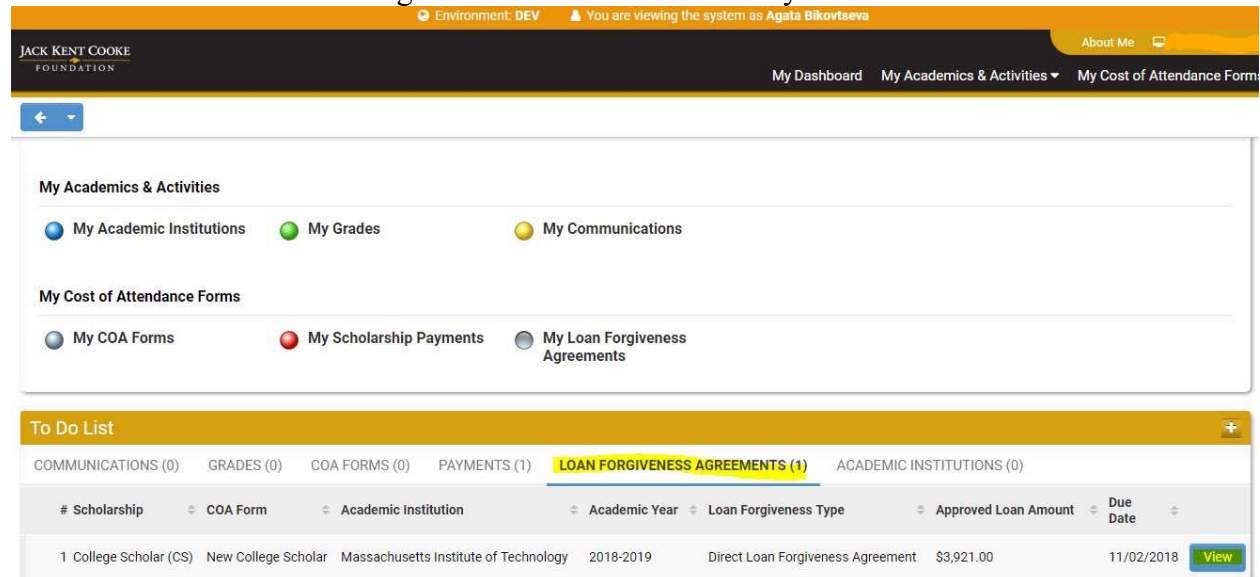
You will then see the page allowing you to accept, partially accept or decline the loan. If you are unsure about your loan decision, we advise you to accept the full amount of the loan. You may always take out less or decline the loan later. Therefore, it is to your advantage to accept the full loan now if you are undecided.

Once you accept the loan(s), you/your parent will receive an email that instructs you/your parent to sign the loan agreement letter(s). Click "Review Document" in the email.

Check the "I Agree to Signority's Terms of Service" box and click "OK" in the pop-up window.
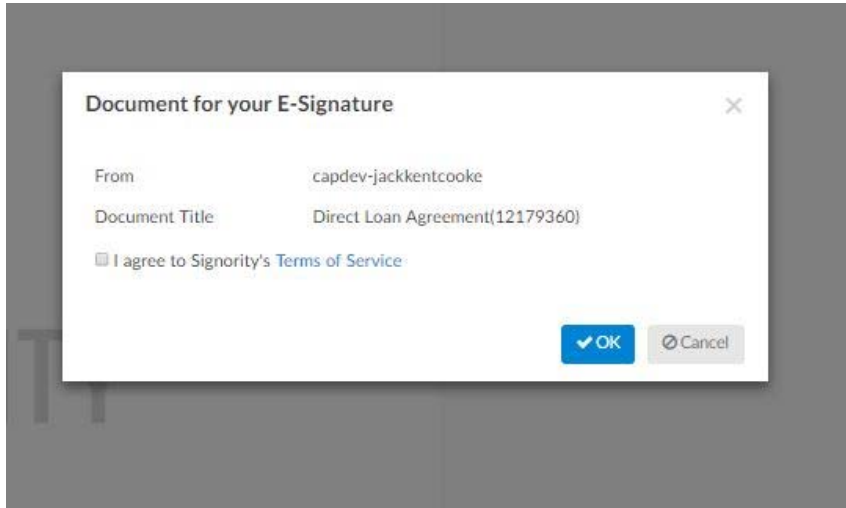
Read the letter, e-sign where indicated and click the "Submit" button. This action automatically signs the loan agreement and links it to your CAP account. Please note that only the e-signature portion of the letter is displayed below.
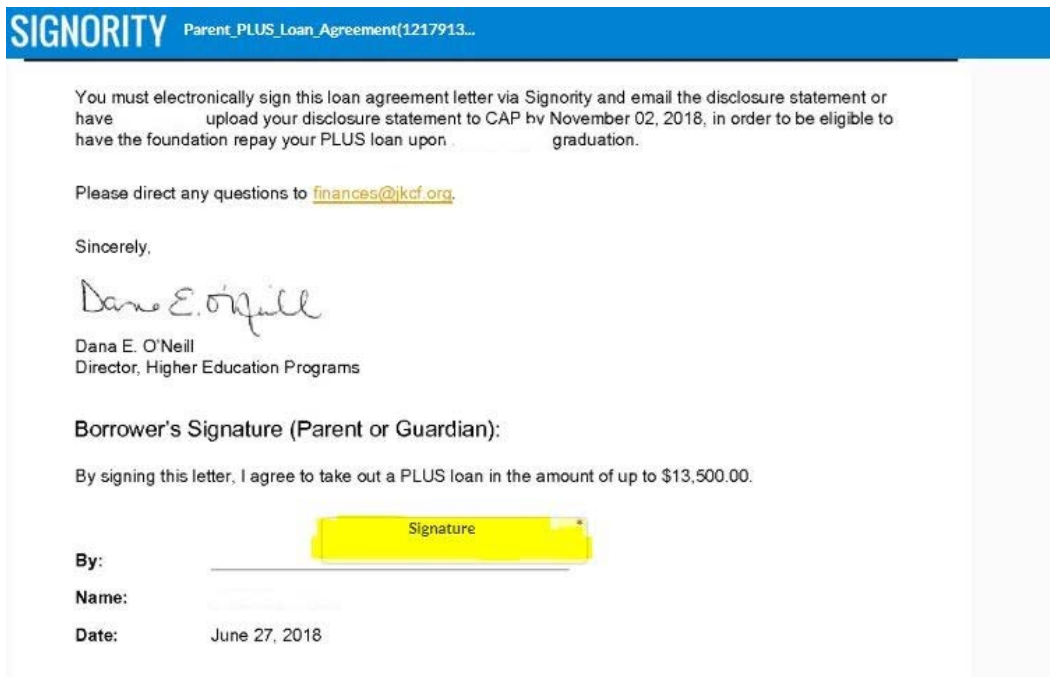
Remember too that you must upload all loan disclosure statements, via CAP, by November 2. You do this by clicking the "View" button next to the corresponding loan under "Loan Forgiveness Agreement" on your To Do List. Then upload the disclosure statement(s) by clicking the "Please upload the PDF Disclosure Statement" button and click "Submit."

* Approved Loan Amount

$5,500.00

* Loan Forgiveness Decision

* Signed Loan Forgiveness Agreement

* Please upload the PDF Disclosure Statement

[⬆]

[Submit]

Bill Submission

Immediately after you receive your award notification (which indicates that your COA has been processed and approved), you will be able to upload your billing statement. A task will appear on the payments tab of your To Do List on your CAP dashboard. Click on the payments tab or My Scholarship Payments link to upload your current bill. Click the "View" button next to the correct scholarship payment line. Pay attention to the due date so that the correct bill is provided for the current term.

To be considered an acceptable bill (print screen or PDF), it must include the following:
- Your name
- Your school's name
- An itemized list of tuition and fees, and, if applicable, on-campus room and board and health insurance for the term

Upload your bill by clicking on the button under "Please upload the Bill" and click "Submit."

Scholarship Payment (Fall): 2017-2018 — Dartmouth College

* Documentation Due Date

09/01/2017

* School Term

Fall

* Please upload the Bill

Submit

Please note that all of your payments are scheduled for the entire academic year.

If you are on a semester system, the bill due date schedule is as follows:

Fall - 9/1
Spring - 1/1

If you are on a quarter or trimester system, the bill due dates are as follows:

Fall - 9/1
Winter - 1/1
Spring - 3/1

You are encouraged to upload any of your bills earlier than the due dates. Remember that the Cooke Foundation requires two to three weeks to process your bills before payment will be sent to your school. In addition, we do not pay late fees, so upload your billing statements as soon as your school makes them available.