

JACK KENT COOKE
FOUNDATION

.....

GRADUATE SCHOLARSHIP

.....

PROGRAM HANDBOOK

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Congratulations on being awarded a Cooke Foundation Graduate Scholarship. We look forward to working with you as you continue to think big, work hard, and achieve during your graduate studies.



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COOKE FOUNDATION

MISSION

Advancing the education of exceptionally promising students who have financial need

PROGRAMS

YOUNG SCHOLARS PROGRAM

Through its Young Scholars Program, the Cooke Foundation provides comprehensive educational advising and financial support to high-achieving middle and high school students. Young Scholars receive individualized educational services that enable them to develop their interests and abilities, as well as pursue their academic and extracurricular goals in order to prepare for competitive colleges and universities.

COLLEGE SCHOLARSHIP PROGRAM

Through the College Scholarship Program, the Cooke Foundation offers the opportunity to apply for financial support for college up to \$40,000 a year for four years, along with advising and internship support to qualified applicants.

UNDERGRADUATE TRANSFER PROGRAM

Through the Undergraduate Transfer Program, the Cooke Foundation enables the nation's best community college students to transfer to four-year colleges or universities to complete their bachelor's degrees.

GRADUATE PROGRAM

The Cooke Foundation supports selected undergraduate scholars who have applied for continued graduate support to pursue advanced degrees at the graduate level.

GRANTS

The Cooke Foundation provides grants for innovative, high-impact initiatives that benefit high-achieving, low-income students. By doing so, the Cooke Foundation seeks to use its resources to end the Excellence Gap, the disparity between the number of low and high income students who reach the top levels of performance.



JACK KENT COOKE



Jack Kent Cooke was by all accounts an extraordinary man. As a young man, Mr. Cooke was an athlete and a musician, with a love for ice hockey, the saxophone, and the clarinet. He dreamed of pursuing a formal education, but that dream was cut short when he left high school during the Great Depression to work full time to help support his family.

Nonetheless, Mr. Cooke believed education was a life-long pursuit. He was a passionate student his entire life and was knowledgeable in fields as diverse as literature, music, sports, and architecture.

When he died in 1997, Mr. Cooke left the bulk of his fortune to establish the Cooke Foundation and provide remarkable students with the chance to soar.

"Being a Cooke Scholar means that I am part of something bigger than my own abilities. It means that I am connected to and supported by some of the most inspiring people in the world, with the greatest minds and the most humble hearts."

Carrie Moore Graduate Scholar,
Cohort 2011

LIFE CHRONOLOGY

1912

Jack Kent Cooke born in Ontario, Canada

1930

Mr. Cooke graduates from high school, but doesn't obtain the necessary degree to continue to university

1960

Mr. Cooke moves to the United States and is granted citizenship by a special act of Congress

1974

Mr. Cooke becomes owner of Washington DC's professional football team

1988

Mr. Cooke writes a provision in his will that will channel most of his estate into a scholarship foundation

1997

Mr. Cooke passes away

2000

The Jack Kent Cooke Foundation is founded

2002

The Cooke Foundation selects its first cohort of Graduate Scholars

2006

The Cooke Foundation selects its first cohort of College Scholars

2017

The Cooke Foundation selects its first cohort for the International Awards at Oxford and Cambridge

MEET THE SUPPORT STAFF

MOJEJE OMUTA

PROGRAM ASSOCIATE, GRADUATE ADVISEMENT

Mojeje serves as the main point of contact for scholars, and helps students manage the graduate and professional school experience. Mojeje also works to provide resources and information related to graduate school and career planning. She is here to support you as you adjust to graduate school, work through academic challenges, manage stress or school/life balance, and explore career possibilities, among other things. You can contact her at momuta@jkcf.org.



JULIA NELSON

PROGRAM COORDINATOR

Julia serves as the initial point of contact for scholars. She ensures that all scholars receive accurate information about the program and Cooke Foundation deadlines. Julia will support you by fielding administrative and logistical questions about the scholarship (e.g. length of funding, program requirements, paperwork, etc.). To get in touch with her, please email gradscholars@jkcf.org.

STACY MORRIS

SENIOR ASSOCIATE, SCHOLARSHIP ADMINISTRATION

Stacy works with scholars and their institutions to determine the Cooke Foundation award amounts annually. She works with financial aid officers to finalize and process Cost of Attendance and manages the process to make scholarship payments to institutions each term. Stacy is here to support you or your work through specific issues with the financial component of your scholarship. You can reach her at smorris@jkcf.org.



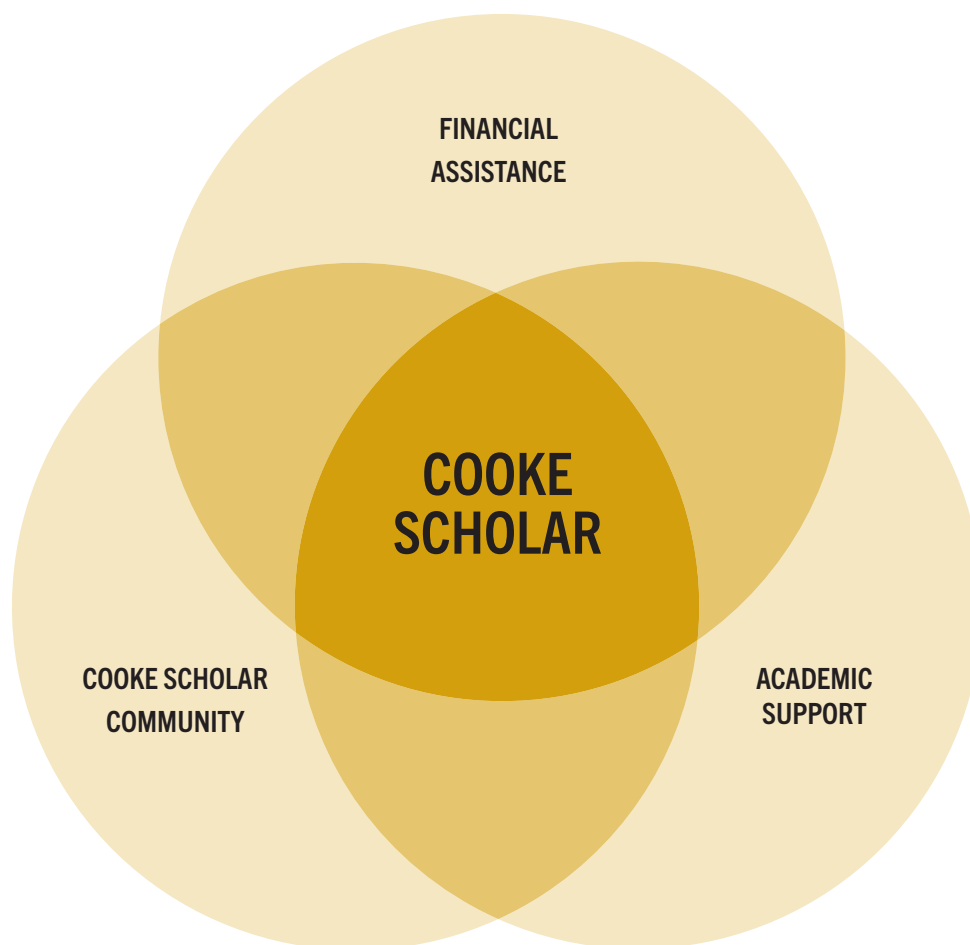


OVERVIEW OF THE COOKE GRADUATE SCHOLARSHIP PROGRAM

The Cooke Graduate Scholarship honors excellence by supporting outstanding Cooke Scholars and recent alumni in their pursuit of a graduate degree.

WE OFFER THREE SOURCES OF SUPPORT:

- Financial assistance
- Academic support
- Cooke Scholar community





YOUR COOKE SCHOLARSHIP

Each Graduate Scholarship is intended to cover a portion of your educational expenses-including tuition, living expenses, books, and required fees. Awards vary, based on the cost of tuition as well as other grants or scholarships you may receive. Below is a more detailed explanation of how your award is calculated.

COST OF ATTENDANCE (COA)

The Cooke Foundation provides awards of variable amounts intended to meet your particular needs, depending on the cost of your academic program and the financial aid you receive. We will work closely with you to help you understand your costs and other awards you may receive. Expenses that the Foundation generally considers as eligible costs of attendance include tuition, required fees, books, school provided health insurance, room and board and institution determined living expenses. Some expenses the Foundation does not cover include security deposits, exam fees, parking costs, transcript fees, loan fees, membership fees and late fees.

As a recipient of the Graduate Scholarship, you are eligible to receive a maximum of \$75,000 while pursuing your graduate studies for up to four years. Scholar discretion may be used to determine when to allocate the \$75,000 during the time enrolled in school, up to the calculated need for any single year, or \$50,000, whichever is less.

Married scholars will typically incur greater food, health insurance, housing and living expenses as a household than a single student. If a scholar is married and there are no dependent children, the Cooke Foundation will not consider increasing the cost of attendance beyond the standard amounts for room/board, living expenses and insurance as determined by the school for an individual student- the reason being that the spouse will share in the effort to meet expenses associated with maintaining the household. Given this policy, we realize in certain situations- such as when the spouse is unemployed- it may be necessary for a married couple to seek additional aid sources not associated with the Foundation (e.g., a Direct loan) in order to cover all of their expenses.

In cases where a scholar has one or more dependent children, the Foundation will consider including some of the expenses related to caring for the dependents in the cost of attendance, but such consideration is contingent on the scholar providing detailed dependent expenses to the Foundation along with the required attachments. Please note that only child care expenses (i.e., expenses for a day care provider or babysitter) for dependents 12-years-old and younger will be considered for inclusion in our award calculation. Other expenses, such as health insurance and additional household expenses, will be considered for dependents 17-years-old and younger. Exceptions to age limitation may be considered only in cases of documented disability.

Scholars are required to report any additional financial assistance received. Additional financial assistance received after the COA has been processed may require a reduction in your Foundation award amount.



AWARD CALCULATION

Once you select the graduate school you will attend, you in collaboration with your financial aid office, will complete the COA process that will help determine how the Cooke Foundation award will fit in your financial aid package. After completion of the COA, generally sometime during the summer before your first fall term, the Foundation will notify you of the estimated amount you will receive for the academic year. A sample award letter and examples of how scholarships are calculated (using realistic examples) are included in this handbook's appendices.

DIRECT GRANT - SCHOLARSHIP

The Cooke Foundation's Graduate Scholarship is a traditional grant paid to your institution to cover your tuition, books and living expenses. The Foundation hopes to enable you to attend graduate school without having to take out loans and that our grant, coupled with scholarships and grants you receive from your school, will cover most of your academic costs. There may be instances when a graduate school does not offer enough money to enable all those costs to be covered, in those cases you may wish to consider taking out an educational loan.



SCHOLARSHIP PAYMENTS

You are responsible for submitting a copy of your bill or online account summary at the beginning of each term (semester, trimester or quarter) during the school year. The Cooke Foundation begins processing payments after your COA has been approved and upon upload of your bill to CAP. The Foundation takes approximately three weeks after receipt of the bill to process payments. Please note that if a portion of your scholarship payment includes stipend allowances (e.g., books, off-campus housing and living expenses), your school, upon receipt of our check, will disburse the stipend portion to you. Please plan accordingly. In no circumstances will the Cooke Foundation make payments directly to scholars.

We recognize that many schools have adopted online billing systems. If you are attending such a school, please access your online statement and upload a print screen of the bill to the Foundation. ***We will not access a scholar's bill online or retain passwords and login information for online accounts.***

To be considered an acceptable bill – we accept print screen or PDF - the bill should include the following:

- The scholar's name
- The school's name
- An itemized list of tuition and fees for the term. (It is your responsibility to check to make sure that all fees are listed, as some schools post charges at different times. The Foundation considers only tuition and fees as listed on the bill. If a fee is missing, the Foundation will not include that amount in the scholarship payment.)
- An itemized list of financial aid for the term (institutional, federal, state aid and an attached list of any additional aid expected).

The Cooke Foundation will not issue payments for past terms. If you fail to submit necessary documents by the end of a term (as defined by your institution's academic calendar), the Foundation will not retroactively make a payment for that term.

If you withdraw from some or all of your classes before the end of a term, the Cooke Foundation may require you to reimburse some or all of your scholarship for that term.

To access the CAP manual, please click [here](#).



SCHOLAR RESPONSIBILITIES

ACADEMIC EXCELLENCE

We intend for the scholarship to alleviate some of the financial burden of graduate school attendance. This will provide you ample time for study, research and experiential learning. Scholars are responsible for taking full advantage of this opportunity to pursue academic excellence. While this will in most cases result in GPAs well above 3.0, the Cooke Foundation expects you to maintain a minimum 3.0 term and cumulative grade point average on a 4.0 scale (or the equivalent). The Foundation retains the right to change this standard on a case-by-case basis and from year to year.

In addition to maintaining satisfactory grades, you must make substantial progress each semester toward the degree for which the Foundation is providing funding. Under this standard, you are presumed to be attending studies full time, with summers free, unless you propose an alternative that the Foundation approves.

If you encounter academic or personal difficulties during the year that may impede your academic progress or success, please contact the Foundation as soon as possible. We want you to succeed and can only help when you communicate with us.

Scholars whose term GPAs fall below 3.0 or who earn Cs or below for a term are identified for academic intervention by our program staff. Academic intervention may include being placed on academic probation or warning. Should your GPA fall below a 3.0 or you're in jeopardy of no longer being in good standing with your graduate program, reach out to the graduate associate for support and advising.

MAINTAINING FULL-TIME ENROLLMENT EACH TERM

You must be enrolled full-time during each term or semester that you receive your award. If you find it necessary to drop below full-time enrollment before a term or semester ends, contact the Cooke Foundation to discuss the circumstances. Dropping below full-time enrollment may have financial implications, so please contact the Foundation before making any decisions. The Foundation relies on your institution's definition of full-time status when determining if you are enrolled full time. For approved part-time study, the Foundation's award may cover tuition, required fees, and books only.

If you withdraw from some or all of your classes before the end of the term, the Cooke Foundation may require you to reimburse some or all of your scholarship for that term.

CONTINUOUS ENROLLMENT

Once you have entered graduate school, it is assumed that you will attend each academic term/semester (not including summers) until you complete your degree. If some special circumstance makes it necessary or advisable for you to leave school for a period of time, you may request a deferral from the Cooke Foundation. In most cases, requests are considered on a term-by-term basis. If you wish to seek a deferral, please contact the Foundation immediately. You are required to obtain approval from the Cooke Foundation before pursuing a deferral with your school.



Cooke Foundation staff will ask you to submit your request using the Change of Program Request form (explained in detail below). If the Foundation grants your request for a deferral, your scholarship payments will resume when you return to your studies at the agreed-upon date. You will receive written correspondence indicating how to reinstate your scholarship when you return to campus. While the Foundation recognizes certain circumstances are beyond a scholar's control, we must retain a right to limit the length of deferrals.

CONDUCT

As a representative of the Cooke Foundation, you are to act with honesty and personal integrity, demonstrate strength of character and leadership, and show concern for your community.

The Foundation may withdraw scholarship support at any time if you are involved in conduct that is criminal, convicted of a crime, found by your institution to have violated academic standards, or engage in conduct that reflects negatively on the image of the Cooke Foundation. We will consider all facts in context and expect that you will report any potential violations to the Foundation immediately after they occur.

RESPONSIBILITY

You are responsible for submitting official documents to the Foundation by the appropriate deadlines. Failure to submit forms, transcripts, bills, and required reports will put your scholarship at risk, both in terms of getting your bills paid and in meeting the expectations set out in the Scholar Agreement. Scholars who consistently miss deadlines may be placed on probation, with risk of removal from the program.

COMMUNICATION AND CONTACT INFORMATION

Cooke Access Portal (CAP)

The Cooke Access Portal (CAP) is a system created by the Cooke Foundation to help scholars fulfill their scholarship requirements and complete the COA. You will use CAP throughout your time as a Cooke Scholar to keep your contact information updated, input grades, upload transcripts, communicate with the Foundation and perform other required tasks. Staying on top of your scholarship requirements is important. Check the Cooke Access Portal (CAP) often to be sure you complete all tasks and requirements on time. You may access the CAP Manual on the scholar homepage: <https://www.jkcf.org/cooke-scholar-community/resources/>

Communication between the Cooke Foundation and Cooke Scholars

You will receive a series of letters, emails and CAP communications over the course of your graduate school years from the Cooke Foundation, including award letters, annual and periodic surveys, and prize nomination forms. The Foundation uses email to communicate with scholars, including award letters, annual and periodic surveys, and prize nomination forms. Please check your email regularly and respond promptly.



Changes to Contact Information

You must ensure that your contact information is up to date at all times so that we can readily contact you. This information must include an email address that you check often and maintain, even during off times such as the summer. Please ensure that your email filter system will accept messages from Foundation staff.

Keep your contact information up to date in CAP. To make changes, please log into your account and edit the About Me section.

Cooke Scholar Homepage and Text Reminders

The Cooke Scholar Homepage (<https://www.jkcf.org/cooke-scholar-community/>) provides scholar resources and other important program information.

The higher education programs utilize text messaging to remind scholars about overdue items, upcoming deadlines, and other events. Be on the lookout for text messages from the Foundation; the text will appear on your phone as a five digit number.

CONTACTING THE COOKE FOUNDATION FOR PROGRAM CHANGE REQUESTS

If you would like to request a change to your program of study, you must submit an official Change of Program Request form to the Cooke Foundation for approval. Without prior approval, you should not expect the Foundation to fund a course of study that varies from the program described in your Scholar Agreement. Use the Change of Program Request form to seek approval to:

- Defer your scholarship.
- Make changes to your academic program that will extend your scholarship for an additional term or otherwise change your graduation date.

To obtain the Change of Program Request form, contact the Graduate Associate. While you should feel free to call and discuss your ideas at any time, please submit the request only when you have made specific plans for your revised program of study.

The Foundation will evaluate your request and notify you as to whether or not the scholarship will apply to your proposed course of study. We review these requests on a case-by-case basis and consider the strength of your rationale for requesting the change and the solidity of your plans as they relate to the educational and career goals stated in your application to the Foundation and your prior course of study.

This approval process can take up to six weeks, so please contact the Foundation as soon as possible as you consider a change to your program. Keep in mind that the Foundation retains the right to deny requests deemed inconsistent with our scholarship purpose and intent.



TAX LIABILITY

Under current tax law, certain portions of grants and scholarships may be taxable as income. As a recipient of a Cooke Foundation scholarship, you are responsible for consulting the IRS and/or a qualified professional to determine your liability. The Foundation does not provide tax advice. You may also wish to consult Internal Revenue Service Publication 970 or its equivalent each year to help determine your liability. You can obtain this publication (which includes worksheets) over the internet (www.irs.gov/pub/irs-pdf/p970.pdf) or by calling the IRS toll-free publications request line at (800) 829-1040.

To ensure you have a record of your scholarship payments, please keep a copy of the payment letters the Foundation makes available to you each semester.

REPRESENTING THE COOKE FOUNDATION

Scholars are occasionally invited to special events. The Cooke Foundation may ask you to attend a special meeting to speak with university constituencies about your experiences. These opportunities enable you to network with community members, represent the Foundation and share your positive experiences with others. If you are considering representing the Foundation in any such capacity, please let us know. We are happy to help you prepare to speak at such events.

ONGOING ENGAGEMENT WITH THE COOKE SCHOLAR COMMUNITY

Once you graduate, you are considered an alumnus/a, and as such you are afforded opportunities to mentor scholars, participate in events and serve as speakers and representatives of the Foundation. We hope all scholars will stay engaged, as you add tremendous value to our community.

SCHOLAR COMMUNITY

REGIONAL EVENTS

Each year, the Cooke Foundation hosts regional Thrive Together events across the country to foster community among groups of scholars living in the same area. Cooke Young Scholars, Higher Education Scholars, and alumni attend the gatherings to build connections. Past events have taken place in Chicago, Los Angeles, Atlanta, Boston, New York, and Washington, D.C.

Scholars can also apply to receive reimbursement from the Foundation for their own Thrive Together events. To learn more or apply, click [here](#).

SOCIAL MEDIA

The Cooke Foundation offers you multiple means by which to stay connected to your fellow scholars. The foundation is active on a variety of social media channels. Like, follow, and watch us on:

- **Facebook:** [Jack Kent Cooke Scholars](#)
- **Twitter:** [@TheJKCF](#)
- **Instagram:** [@TheJKCF](#)
- **LinkedIn:** [Jack Kent Cooke Foundation](#)
- **YouTube:** [Jack Kent Cooke Foundation](#)

Cooke Connect - Cooke Connect is the official networking platform for Cooke Scholars and alumni. You can sign up at www.cookeconnect.com.

Facebook Groups - The two scholar groups are: *Jack Kent Cooke Scholars* and *the Cooke Support Network*.





SCHOLARSHIP FORMS

We rely on a set of forms to help make the program run smoothly. Below is a list of common forms referenced throughout this handbook. Some of these forms will be emailed to you as a link and some you must request by contacting us. Please be sure to always use an up-to-date version of the form when submitting any of these requests or reports.

**Samples included in the appendices.*

Form (Online)	What Is It For?	How Do You Obtain It?	You Submit It...
Cost of Attendance Worksheet (COA)*	Cooke Foundation's process for gathering specific costs for your tuition, fees, fees, room and board and living expenses at the school you will attend. The COA also collects scholarship and grants awarded to you by the school or other sources.	Accessed through CAP each year.	via CAP. Collaborate with your institution's financial aid office as soon as possible in order to submit the COA. Use the COA worksheet to collect eligible costs and financial aid information and input/submit via CAP.
Annual Report (Scholarship Renewal)	An online survey that updates the Cooke Foundation about your previous academic year, including campus and civic involvement, achievements and summer plans.	Cooke Foundation staff sends you a link to the online form; you access the form from the email invitation.	At the end of each academic year—including the end of your final year of funding. It is required and serves as a renewal of your scholarship.
Change of Program Request Form	A form to request any changes to your academic program (including, deferring or making any other changes to your degree program.)	Contact us at gradscholars@jkcf.org to request this form.	As needed; at least six weeks prior to making the change.
Allocation Form	A form to determine how you want to allocate your scholarship funding each year.	Emailed by Foundation staff.	via email to Foundation staff.



OTHER IMPORTANT DOCUMENTS

AWARD LETTER*

This letter is provided to notify you of the estimated yearly Cooke Foundation scholarship amount and what costs it is intended to cover. This letter is completed after confirmation from your school that our scholarship amount will not displace other funding.

ITEMIZED BILL*

Each term you are required to submit an itemized bill to the Cooke Foundation. An itemized bill will show tuition, fees and on-campus room/board charges as separate line items. Bills that are not itemized cannot be accepted by the Cooke Foundation.

PAYMENT LETTER*

The Payment Letter is a letter sent to the school along with the payment each term. You are provided with a copy of this letter for your records/files. This letter instructs the school's financial aid office on how to apply funds toward billed expenses and disburse stipends to you. The school's bursar or financial aid office should send the stipend amount to you via check or deposit.

TRANSCRIPT

After each academic term (semester, trimester, quarter) you must submit grades to the Cooke Foundation via CAP. At the conclusion of your fall semester (or fall term and winter term if you are on the quarter system) upload an unofficial transcript. It may be a screen shot, but must include: your name, your school's name, your cumulative GPA, the term/semester GPA, the name of each course taken, the grade received for each course and the number of credits received for each course. It is your responsibility to make sure that all of this information is listed on the unofficial transcript. We require an official copy of your academic transcript at the conclusion of your spring semester, making sure that all of the above-mentioned information is captured. If your program does not issue transcripts, please provide a letter of good standing from your institution or program advisor.

**Samples included in the appendices.*



FREQUENTLY ASKED QUESTIONS

FAQS – SCHOLARSHIP PROGRAM

Below are questions most commonly asked by our scholars. Please review and if you still have questions, do not hesitate to contact us.

Q: Do I send grades every term?

A: Yes. You are responsible for submitting your grades and uploading your transcript after every term enrolled in school. For those on a semester system, the timing is typically early January and early June of each year. Those on a trimester system must submit a transcript after the fall, winter, and spring terms. If your program does not issue transcripts, please submit a letter of good standing from your institution or program advisor.

Q: Will I endanger my scholarship if my term or cumulative GPA falls below 3.0?

A: We expect scholars to maintain a cumulative GPA of 3.0 or above.

Repeated and/ or more significant academic concerns (one or more grades of C, D or F; one or more term GPAs below 3.0) will result in a formal written warning or probation. Probation can lead to termination of the scholarship if academic standards cannot be met over time.

If you are experiencing academic challenge, you should communicate with the program associate for graduate advisement who will work with you to find the resources you need to improve your performance.

FAQS – FINANCE

Q: Does the Cooke Foundation's scholarship cover all the costs of going to graduate school?

A: In some cases, the scholarship will be enough to cover a graduate degree program. In most cases, it will not cover 100 percent of the costs. You should be prepared for some expenses above and beyond the scholarship. Some typical items that are not included in the cost of attendance (COA- the school's estimate of costs that is the basis of all scholarship calculations): daily spending money, parking, exam fees, and club fees. If your Cooke Scholarship reaches the maximum of \$75,000 total, some of your costs may need to be covered with an educational loan.

Q: If I receive another scholarship for graduate school, how is that handled by the Cooke Foundation?

A: You must notify your graduate school about all scholarships you receive. Please also keep the Cooke Foundation informed about other scholarships you receive. Notify finances (via finances@jkcf.org) when you receive new scholarships, fellowships, assistantships, or grants that were not listed on your initial financial aid award letter.



Q: Does the Cooke Foundation need me to complete a Cost of Attendance (COA) for every school that has accepted me?

A: No. Please wait until you have selected a graduate school and then initiate the COA process in collaboration with your school's financial aid office. Do not initiate the COA process until you have determined the school you will attend. If the COA process is delayed, let us know.

Q: When will the Cooke Foundation determine my grant amount?

A: Your grant amount is estimated using the information received during the COA process. You will receive an award letter roughly three weeks after completing and submitting the COA via CAP.

Q: Does the Cooke Foundation pay the school directly once it has determined the amount of my scholarship?

A: Funds will always be sent to the school; the Cooke Foundation does not pay students directly. Payment will be sent for each term after 1) the COA process is completed, 2) your itemized bill is received, and 3) you meet your scholarship renewal requirements.

FAQS - FINANCIAL AID (*Apart from the scholarship*)

Q: If the financial aid award from my graduate school includes student loans, should I accept these loans?

A: Wait until you see the full award information from the Cooke Foundation before you accept or decline loans. In many cases, the grant from the Foundation will replace the loans you are initially offered.

Q: My graduate school wants to know about all the scholarships I have received. Should I tell them about the Jack Kent Cooke scholarship? I am afraid they will not give me any other financial aid if I do.

A: If your graduate school inquires, you may tell them you have been selected to receive a Cooke scholarship but do not yet know how much the award will be. Please use the following language to describe the Cooke Foundation's award:

I am a Cooke Scholar, but there is no way to know in advance how much funding, if any, the Cooke Foundation will provide. The Cooke Foundation will contribute to my total cost of attendance, but it will determine the amount of my scholarship only after the school makes its own financial aid offer. The Cooke Foundation strongly prefers to share the cost of attendance with my college and welcomes the opportunity to discuss how the Foundation and the college can support me. Please contact the Cooke Foundation with questions via phone at (703) 723-8000 or via email at finances@jkcf.org.

APPENDICES



APPENDIX A

KEY DATES

This timeline provides a general overview of key deadlines and action items and includes some specific dates for the academic year.

Please note that specific due dates are listed in other documents you receive; we also send CAP communications and/or email reminders as dates approach. Please thoroughly read all Cooke Foundation correspondence and monitor CAP and your email regularly. **Failure to comply with deadlines will delay payment and may put your scholarship at risk.**

Date	Action(s)
May-July	Initiate the Cost of Attendance process for the upcoming academic year. Cost of Attendance due from your school by end of July.
July/August	Upload fall bill from your school via CAP immediately upon receipt. The Cooke Foundation cannot issue scholarship checks until your bill AND Cost of Attendance have been received. (Keep in mind we require three weeks to process your check.)
August/September	Cooke Foundation makes first payment of scholarship funds (provided COA has been approved and fall bill uploaded).
October	Celebrate Mr. Cooke's birthday on October 25.
November	Apply for financial aid from your school for the following year.
December/January	Upload unofficial transcript for fall semester via CAP. Upload winter/spring bill from your school via CAP immediately upon receipt. The Cooke Foundation cannot issue scholarship checks until you have submitted your bill. (We require three weeks to process your check.) Second payment of scholarship funds is made.
April - June	Submit Annual Report for the academic year. Upload <u>official</u> transcript via CAP.



APPENDIX B

SAMPLE SCHOLARSHIP CALCULATIONS

Below are two examples of total attendance costs and scholarship awards for recipients of the Graduate Scholarship. In Example A, the scholar is enrolled in a four-year medical degree program and chooses to use the majority of the Foundation award in Year 1. In example B, the scholar is enrolled in a three-year law program and intends to divide the \$75,000 across three years.

EXAMPLE A	EXAMPLE B
Expenses for Academic Year for Scholar A	Expenses for Academic Year for Scholar B
Tuition\$58,000	Tuition\$55,000
Required fees\$1,688	Required fees\$1,200
Books.....\$1,250	Books.....\$900
Room and board\$12,000	Room and board\$14,000
Other approved expenses.....\$2,500	Other approved expenses.....\$1,700
Subtotal \$75,438	Subtotal \$72,800
Anticipated Resources for Academic Year for Scholar A	Anticipated Resources for Academic Year for Scholar B
Fellowships/grants/scholarships from institution\$7,000	Fellowships/grants/scholarships from institution\$7,000
Other grants/scholarships+ \$750	Other grants/scholarships+ \$25,000
Subtotal \$7,750	Subtotal \$32,000
Calculation of Unmet Need for Scholar A	Calculation of Unmet Need for Scholar B
Total expenses..... \$75,438	Total expenses..... \$72,800
Total anticipated resources – \$7,750	Total anticipated resources – \$32,000
Total Unmet Need \$67,688	Total Unmet Need \$40,800
Cooke Award for Academic Year for Scholar A	Cooke Award for Academic Year for Scholar B
Total Foundation Award\$75,000	Total Foundation Award\$75,000
Cooke Scholarship Amount Applied in Year 1 (Scholar Discretion)\$48,000	Cooke Scholarship Amount Applied in Year 1 (Scholar Discretion)\$25,000
Cooke scholarship balance available in remaining years \$27,000	Cooke scholarship balance available in remaining years \$50,000



APPENDIX C

SAMPLE FORMS

COST OF ATTENDANCE WORKSHEET - SEMESTERS

JACK KENT COOKE
FOUNDATION

ADVANCING THE EDUCATION OF EXCEPTIONALLY
PROMISING STUDENTS WHO HAVE FINANCIAL NEED

Cost of Attendance (COA) Worksheet – Semesters

Scholar Information:

As a Cooke Scholar, by signing the form, you give explicit written consent to the educational institution listed below to provide the Cooke Foundation information collected from your FAFSA (if applicable). The Cooke Foundation will use this information solely to make award determination and payment. The Cooke Foundation shall not sell or otherwise share such information.

Scholar Name		Email	
College/University Name		Student ID #	
Scholar Signature		Date	

Please email, fax, or bring this form (in person) to your financial aid office to complete.

Cost of Attendance	Fall	Spring	Total Cost of Attendance (=sum of all terms)
Tuition			
Required Fees			
Health Insurance, if applicable			
Books & Supplies			
Room & Board			
Personal / Miscellaneous			
Transportation			
Other			
Computer, if applicable			
COA per term			
Awarded Gift Aid	Fall	Spring	Awarded Gift Aid (=sum of all terms)
Pell Grant			
SEOG			
State Scholarship / Grant			
Institutional Aid			
Other Outside Scholarships / Grants			
Total Gift Aid per term			
MAXIMUM JKCF AWARD WITHOUT DISPLACING GIFT AID			

Financial Aid Officer's Name:

Financial Aid Officer's Phone #:

Email:

Address to send scholarship payment:

Financial Aid Officer's Signature:

Date:



COST OF ATTENDANCE WORKSHEET - QUARTERS

JACK KENT COOKE
FOUNDATION

PROVIDING THE LARGEST SCHOLARSHIPS IN THE NATION
TO HIGH-PERFORMING STUDENTS WITH FINANCIAL NEED

Cost of Attendance (COA) Worksheet – Quarters / Trimesters

Scholar Information:

As a Cooke Scholar, by signing the form, you give explicit written consent to the educational institution listed below to provide the Cooke Foundation information collected from your FAFSA (if applicable). The Cooke Foundation will use this information solely to make award determination and payment. The Cooke Foundation shall not sell or otherwise share such information.

Scholar Name		Email	
College/University Name		Student ID #	
Scholar Signature		Date	

Please email, fax, or bring this form (in person) to your financial aid office to complete.

Cost of Attendance	Fall	Winter	Spring	Total Cost of Attendance (=sum of all terms)
Tuition				
Required Fees				
Health Insurance, if applicable				
Books & Supplies				
Room & Board				
Personal / Miscellaneous				
Transportation				
Other				
Computer, if applicable				
COA per term				
Awarded Gift Aid	Fall	Winter	Spring	Awarded Gift Aid (=sum of all terms)
Pell Grant				
SEOG				
State Scholarship / Grant				
Institutional Aid				
Other Outside Scholarships / Grants				
Total Gift Aid per term				
MAXIMUM JKCF AWARD WITHOUT DISPLACING GIFT AID				

Financial Aid Officer's Name:	
Financial Aid Officer's Phone #:	Email:
Address to send scholarship payment:	
Financial Aid Officer's Signature:	Date:



SAMPLE AWARD NOTIFICATION

Award notification precedes payment letter – estimates award for academic year. Award notification will be emailed to you.

Dear John,

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 \$30,000.00. 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.

EXPENSES:

\$60,000.00 Tuition
\$1,500.00 Health Insurance
\$1,000.00 Books
\$15,000.00 Room and Board
\$2,000.00 Personal Expenses
\$500.00 Transportation Expenses
\$80,000.00 TOTAL

RESOURCES/AID:

\$30,000.00 Cooke Foundation Scholarship
\$50,000.00 Institutional Grants/Scholarships
\$80,000.00 TOTAL

As soon as your fall term charges post to your account, upload your billing statement via the Cooke Access Portal (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 annual report and official 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.

Sincerely,

Dana E. O'Neill
Vice President, Scholarship Operations



SAMPLE PAYMENT LETTER

The payment letter is sent from the Cooke Foundation with your payment to your institution after your bill is uploaded; you are responsible to submit your bill directly to the Foundation via CAP. You will receive an email with payment details when your payment is sent.

TO: Stanford University
655 Knight Way
McClelland Building
Stanford, CA 94305

FROM: Richard Rowley, Manager, Scholarships Operations

SUBJECT: Scholar Name (Scholar Account # 1234567)
Check Amount: \$16,666.00
Term: 20XX-20XX fall/spring

Enclosed is a check for the account of the above referenced Cooke Scholar.

By endorsing the check, your institution certifies that the student is enrolled at your school for the fall term and that these funds will be used only for the expenses identified in this letter. Please disburse funds for the fall term as follows:

- \$5,127.00. Disburse this amount to the student to cover non-billed allowances such as books, personal/miscellaneous, transportation and other allowable living expenses.
- \$11,539.00. Your institution may apply this amount to the student's account for billed charges such as tuition, fees and, if applicable, on-campus room and board.

Please note that the check becomes void after 180 calendar days. Please also note that school personnel are expected to report suspected fraud or unethical behavior to the Cooke Foundation. If the student is not enrolled at your institution, please return the check immediately with an explanation. Send correspondence or unused funds (due to dropped courses, etc.) to:

Jack Kent Cooke Foundation
44325 Woodridge Pkwy
Lansdowne, VA 20176

The Cooke Foundation is a private, independent foundation, established in 2000 by the estate of Jack Kent Cooke to advance the education of exceptionally promising students who have financial need. More information about the Cooke Foundation is available at www.jkcf.org.

If you have questions, please send an email to finances@jkcf.org.



SAMPLE ITEMIZED BILL

The George Washington University
45155 Research Pl
Ashburn VA 20147



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

MARTHA WASHINGTON
3200 MOUNT VERNON HWY
MT VERNON, VA 22121

To avoid late payment penalty charges, payment must be received by the due date.

Due Date: August 26, 2019

Amount You Should Pay at This Time: \$6,766.50

Amount Enclosed: \$

Make checks payable to The George Washington University in US dollars

Mail your payment to:

The George Washington University
Lockbox # 822543
525 Fellowship Road, Suite 330
Mt. Laurel, NJ 08054-3415



Student Account Statement ID: G12345678

MARTHA WASHINGTON

020000071629201901030939001

Detach and submit with your payment. Please keep this portion for your records

Student Account Statement ID: G12345678

MARTHA WASHINGTON

Issued: Jul 19, 2019

Date Posted	Term/Session	Description	Charges	Credits
		Previous Term Balance	\$0.00	
	FA19	BOARD-DINING CASH NO KITCHEN	\$2,375.00	
	FA19	CHEM LAB FEE	\$85.00	
	FA19	LAFAYETTE HALL ROOM CHARGE	\$5,715.00	
	FA19	STUDENT ASSOCIATION FEE	\$45.00	
	FA19	STUDENT HEALTH INSURANCE CHG	\$1,075.00**	
	FA19	TUITION-UNDERGRAD MAIN CAMPUS	\$28,422.50	
Account Balance as of the Date of This Statement			\$37,717.50	
Pending Credits as of the Date of This Statement				
	Term/Session	Description		Amount
	FA19	DIRECT STAFFORD LOAN		\$1,732.00
	FA19	DIRECT FED UNSUB STAFFORD LOAN		\$2,969.00
	FA19	UNIVERSITY AND ALUMNI AWARD		\$17,250.00
	FA19	PRESIDENTIAL ACADEMIC SCHOLARSHIP		\$9,000.00
Amount You Should Pay at This Time*			\$6,766.50	
* You are ultimately responsible for the total account balance on your account. The "Amount You Should Pay at This Time" is based upon anticipated credits for your account as of the date of this statement. Should your anticipated credits subsequently change, the amount you are required to pay will change as a result.				

* You are ultimately responsible for the total account balance on your account. The "Amount You Should Pay at this Time" is based upon anticipated credits for your account as of the date of this statement. Should your anticipated credits subsequently change, the amount you are required to pay will change as a result.

**Estimated pricing for student health insurance charge for Fall 2019 semester



www.jkcf.org