

JACK KENT COOKE  
FOUNDATION

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# GRADUATE SCHOLARSHIP

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## PROGRAM HANDBOOK

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**Congratulations** on being awarded a Cooke Foundation Graduate Scholarship. We look forward to working with you on your educational journey as you pursue a graduate degree.

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# WELCOME

Congratulations on being awarded a Cooke Graduate Scholarship! This handbook serves as a reference manual for Cooke Scholars. We expect you to read the contents, as the materials provide the information you need to be a successful and full participant in the Graduate Scholarship Program.

This handbook provides:

- An overview of the mission of the Cooke Foundation.
- Deadlines for the materials that the Cooke Foundation requires from you to ensure continued and prompt payment of your scholarship.
- Contact information.
- A summary of your responsibilities as a Scholar.

Throughout this handbook, you will find important information pertaining to the program and your role as a Scholar. In addition, the appendices at the end include a timeline for you to use as a guide, specific illustrative examples of how the Cooke Foundation award works, and sample Cooke Foundation documents important to you.

Please note that the Cooke Foundation's policies and deadlines are subject to change. Therefore, you should use the latest version of the handbook as your source for the most up-to-date versions of this information. We update this handbook each spring.

We are proud that you are a Cooke Scholar and look forward to helping you fulfill your dreams.

## OVERVIEW OF THE COOKE GRADUATE SCHOLARSHIP

Cooke Scholars are part of a unique program that offers financial support for graduate study, personalized advising and a powerful peer community. Scholars are engaged in diverse fields of study attending institutions in the U.S. and abroad. To date, the Cooke Foundation's graduate scholarships have served more than 1,100 students and provided over \$100 million in scholarship aid.



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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 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 identifies and invests a portion of its funding in strategic grant initiatives to reduce educational inequities and expand educational opportunities throughout the United States. The Foundation partners with educational leaders that share our commitment to advance the education of exceptionally promising students who have financial need. Together, the Foundation and its grant partners work to create high-quality learning experiences for thousands of remarkable students.

# 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

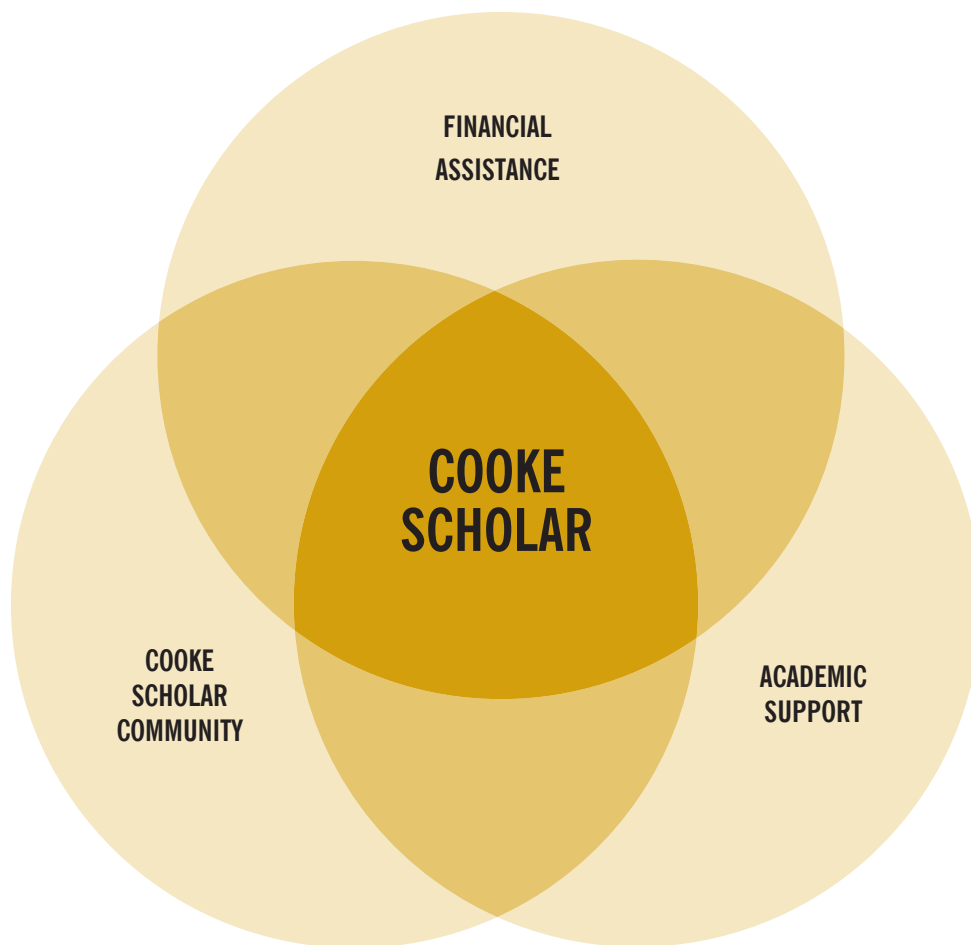


# GOALS OF THE COOKE GRADUATE SCHOLARSHIP PROGRAM

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





# SCHOLAR COMMUNITY

## REGIONAL EVENTS

Each year, the Cooke Foundation hosts regional 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, DC.

## 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:

- **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](http://www.cookeconnect.com).





# SCHOLAR RESPONSIBILITIES

## ACADEMIC COMMITMENT

Students are required to upload their grades to the Cooke Access Portal (CAP) [see page 6] within two weeks of completing each academic term. The Cooke Access Portal (CAP) is a system created by the Cooke Foundation to help Scholars fulfill their scholarship requirements. Scholars will use CAP throughout their time as a Cooke Scholar to input grades, upload transcripts, communicate with the Foundation and perform other required tasks. An unofficial copy of the transcript is sufficient for the fall and winter terms as long as the document shows the Scholar's name, institution, course names, credit hours, and grades assigned. For the spring term, however, all Scholars are required to submit an official transcript that shows both term and cumulative grades.

Scholars are responsible for remaining dedicated to their academic studies. The Cooke Foundation encourages Scholars to maintain a GPA above 3.0 on a 4.0 scale (or the equivalent). We understand that exceptional circumstances can occur. Scholars are responsible for communicating academic challenges to the Foundation in a timely manner and engaging with the graduate associate to implement success strategies. In addition to maintaining satisfactory grades, you are responsible for making 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.

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, resulting in an increase in frequency of contact and communication with the graduate associate. These communications allow the graduate associate to help the student consider new strategies and resources that might aid in raising grades, improving academic performance and meeting (and exceeding) Foundation academic standards.

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. The graduate associate can work with you to address the issue. We want you to succeed and can only help when you communicate with us.

## 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.

You recognize that the Cooke Foundation condemns racism, racial violence, white supremacy, hate speech, and bigotry in all forms, and is resolute in its commitment to foster an inclusive educational environment where every Scholar, Alumnus/a, Staff member, and Grantee, or other member of its broader community, is treated with dignity and respect. You will conduct yourself in alignment with the Cooke Foundation's commitment to antiracism.

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.



## MEETING COOKE FOUNDATION DEADLINES

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.

## 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.

## 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.

## 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 (Cost of Attendance). 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. Because some of these communications will relate to important administrative matters, you will often be required to respond to the Foundation. Please do so promptly. Failure to respond to communications and deadlines in a timely fashion could endanger your scholarship.

### 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. Updating your contact information is quick and easy through CAP.

Please ensure that your email filter system will accept messages from Foundation Staff. If you choose to use your school email address for communication purposes, this may mean working with your campus IT department to add us to their whitelist to ensure our emails get to your inbox.

Please keep your contact information up to date after you graduate as well. Our Alumni are important members of the Cooke community.

### 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. In general, the message will not require a response and will refer to an email already sent to you for more information.

## 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 to your prior course of study.

This entire process of requesting a form, completing it, submitting it for review, and receiving a decision from Foundation Staff can take up to six weeks, so please contact the Foundation as soon as possible as you consider a change to your program. Based on this, you should consider a timeline that accommodates the full decision-making process. 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](http://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 via CAP.

## **ONGOING ENGAGEMENT WITH THE COOKE SCHOLAR COMMUNITY**

Once you graduate, you shift to a new, special status as a Cooke Scholar Alumnus/a. As such, you are afforded a wide array of opportunities to mentor current Scholars, network with other Alumni, engage in outreach to spread the word about Cooke scholarships, and otherwise serve as speakers, representatives, and ambassadors of the Cooke Foundation. As you will add tremendous value to our community, we hope that all Alumni will remain actively engaged with us.



# YOUR COOKE SCHOLARSHIP

Each Graduate Scholarship is intended to cover a portion of your educational expenses -- including tuition, room and board, living expenses, books, and required fees. Awards vary, based on the cost of tuition as well as other grants or scholarships you may receive. Scholars are also required to complete their educational institution's FERPA release form annually. Giving your explicit written consent on your FERPA release form, provides the Cooke Foundation access to communicate directly with your financial aid office regarding information collected from your FAFSA and financial aid package; and when awarding your Cooke scholarship. 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 \$150,000 while pursuing your graduate studies for up to four years. Scholar discretion may be used to determine when to allocate the \$150,000 during the time enrolled in school, up to the calculated need for any single year, or \$75,000, 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 for that is 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 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 are included in this handbook's appendices.

## **GRADUATE ALLOCATION FORM**

After you submit your COA, the Cooke Foundation will review your COA and contact the financial aid officer/office you designate to determine the maximum contribution the Foundation may provide. You will then receive an action item on your CAP To Do List to complete your Graduate Allocation Form. This form will allow you to indicate the amount of funding you would like to allocate for the current year, up to the annual award cap of \$75,000, as well as funding for any subsequent years.

## **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 most schools have online billing systems. If you are attending such a school, please access your online statement and upload a screen shot 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 screen shot 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 or your academic institution to reimburse some or all of your scholarship for that term.



# 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 <a href="mailto:gradscholars@jkcf.org">gradscholars@jkcf.org</a> to request this form.	As needed; at least six weeks prior to making the change.
Graduate Allocation Form	A form to determine how you want to allocate your scholarship funding each year.	Sent to you by Foundation Staff via CAP. You will receive an action item on your CAP To Do List to complete your Allocation Form.	Once you indicate the amount of funding you would like to allocate for the current year, as well as for any subsequent years, submit back to Foundation Staff via CAP.





## 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. All award letters can be found in CAP.

### ITEMIZED BILL \*

Each term you are required to submit an itemized bill via CAP 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 via CAP 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 via CAP and uploading your transcript after every term enrolled in school. For those on a semester schedule, the timing is typically early January and early June of each year. Those on a trimester schedule 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.

## FAQS – FINANCE

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

A: In many cases, the scholarship will be enough to cover a graduate degree program. In some 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 \$150,000 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 ([finances@jkcf.org](mailto: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: Am I required to complete my school's FERPA release form annually?

A: Yes. Completing your educational institution's FERPA release form is an annual requirement. Giving your explicit written consent on your FERPA release form, provides the Cooke Foundation access to communicate directly with your financial aid office regarding information collected from your FAFSA and your financial aid package; and when awarding your Cooke scholarship.

### 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 and the graduate allocation form 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 graduate allocation form is submitted, 3) your itemized bill is received, and 4) you meet your scholarship renewal requirements.

**Q: Will my scholarship cover the cost of health and dental insurance?**

**A:** Scholarship funds may be awarded to cover health and dental insurance if you are insured through your school's health and dental plans. Generally, the cost of health and dental insurance needs to be included as a cost on your COA and listed on your itemized bill in order for the Cooke Foundation to cover it. Sometimes school health and dental plans are administered by a third party and the cost of insurance does not appear on the bill. In this case, the Cooke Foundation will include the insurance cost as part of the living expense allowance, provided your financial aid office allows the cost to be included on your COA. Generally, scholarship funds cannot be awarded to cover the cost of private insurance, Medicaid, insurance through the Affordable Care Act, or any type of insurance that is not affiliated with or provided by your school.

**Q: Does my scholarship cover the cost of caring for dependents?**

**A:** Up to \$12,000 for the care of dependent children can be included in your cost of attendance each year. You must provide information as instructed during the COA process. You should also contact your financial aid office and request that dependent care expenses be included on your COA. Each school has its own policy and funding limits for dependent care expenses. The amount that your school includes for dependent care on your COA determines how much funding you can receive from the Cooke Foundation for these expenses.

**Q: Should off-campus students enroll in an on-campus meal plan?**

**A:** Yes. If your college provides the option for off-campus students to enroll in an on-campus meal plan, we strongly encourage you to take advantage of that option.

## **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](mailto:finances@jkcf.org).

# APPENDICES



# APPENDIX A

## KEY DATES

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

Please note that specific due dates are listed in other documents you receive; we also send CAP 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)
July-August	Initiate the Cost of Attendance process for the upcoming academic year. Cost of Attendance due <b>from your school by mid-August.</b>
July/August	Upload fall bill from your school via CAP immediately upon receipt. <b>The Cooke Foundation cannot issue scholarship checks until your bill AND Cost of Attendance have been received.</b> (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. <b>The Cooke Foundation cannot issue scholarship checks until you have submitted your bill.</b> (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 \$70,000 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 \$150,000 across three years.

### EXAMPLE A

#### Expenses for Academic Year for Scholar A

Tuition .....	\$58,850
Required fees .....	\$1,988
Books .....	\$2,400
Room and board .....	\$24,050
Other approved expenses .....	\$2,500

**Subtotal ..... \$89,788**

#### Anticipated Resources for Academic Year for Scholar A

Fellowships/grants/scholarships from institution .....	\$7,000
Other grants/scholarships .....	+ \$750

**Subtotal ..... \$7,750**

#### Calculation of Unmet Need for Scholar A

Total expenses .....	\$89,788
Total anticipated resources .....	– \$7,750

**Total Unmet Need ..... \$82,038**

#### Cooke Award for Academic Year for Scholar A

Total Foundation Award .....	\$150,000
Cooke Scholarship Amount Applied in Year 1 (Scholar Discretion) .....	\$70,000

**Cooke scholarship balance available  
in remaining years. .... \$80,000**

### EXAMPLE B

#### Expenses for Academic Year for Scholar B

Tuition .....	\$56,500
Required fees .....	\$2,200
Books .....	\$1,850
Room and board .....	\$19,800
Other approved expenses .....	\$2,470

**Subtotal ..... \$82,820**

#### Anticipated Resources for Academic Year for Scholar B

Fellowships/grants/scholarships from institution .....	\$7,000
Other grants/scholarships .....	+ \$25,000

**Subtotal ..... \$32,000**

#### Calculation of Unmet Need for Scholar B

Total expenses .....	\$82,820
Total anticipated resources .....	– \$32,000

**Total Unmet Need ..... \$50,820**

#### Cooke Award for Academic Year for Scholar B

Total Foundation Award .....	\$150,000
Cooke Scholarship Amount Applied in Year 1 (Scholar Discretion) .....	\$50,000

**Cooke scholarship balance available  
in remaining years. .... \$100,000**



# APPENDIX C

## SAMPLE FORMS

### COST OF ATTENDANCE WORKSHEET - SEMESTERS

JACK KENT COOKE  
FOUNDATION

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

I have completed my school's FERPA release form so that the Cooke Foundation and my Financial Aid Officer can communicate regarding my financial aid and awarding of my scholarship. ☐ Yes ☐ No

Scholar Name \_\_\_\_\_ Email \_\_\_\_\_

College/University \_\_\_\_\_ Student ID # \_\_\_\_\_

##### Please indicate your health insurance needs below:

- ☐ I do not need health insurance included in my cost of attendance  
☐ Include health insurance – I plan to enroll in my university's health insurance plan  
☐ Include health insurance – My health insurance is through a third-party provider

Please indicate your housing plans ☐ On-campus ☐ Off-campus ☐ At home with parents

Please include a computer in my cost of attendance ☐ Yes ☐ No

Scholar, please type your name to sign this form and forward this form to your financial aid office for completion.

Scholar Signature \_\_\_\_\_ Date \_\_\_\_\_

- Financial Aid Office - please complete the budget/COA and financial aid information, sign & date on page 2, and send back to Scholar.
- The Cooke Scholarship is a last dollar scholarship. We look to maximize the scholarship by replacing work study, job earnings, expected family contribution, and/or any loans that are eligible for the Cooke Foundation to replace.
- Please contact [finances@jckf.org](mailto:finances@jckf.org) with any questions or clarifications.

#### COMPLETED BY FINANCIAL AID OFFICER

Cost of Attendance	Fall	Spring	Total Cost of Attendance (=sum of all terms)
Tuition			
Fees (mandatory, course, & program)			
Health Insurance, if applicable			
Books & Supplies			
Room			
Board			
Personal/Miscellaneous			
Transportation			
Loan Fees, if applicable			
Other			
Description of other			
Dependent Care, if applicable			
Computer, if applicable			
Total COA per term			

1

JACK KENT COOKE  
FOUNDATION

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

#### COMPLETED BY FINANCIAL AID OFFICER

Awarded Gift Aid	Fall	Spring	Total Awarded Gift Aid (=sum of all terms)
Pell Grant			
SEOG			
State Scholarship/Grant			
Institutional Aid			
Health Insurance Grant/Waiver			
Other Outside Scholarships/Grants			
Total Gift Aid per term			
Expected Family Contribution, not coverable by scholarship			
Non-Replaceable Student Assets			
MAXIMUM COOKE FOUNDATION SCHOLARSHIP WITHOUT DISPLACING AID			

Financial Aid Officer's Name: \_\_\_\_\_

Financial Aid Officer's Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing Address for Payment: \_\_\_\_\_  
\_\_\_\_\_

Financial Aid Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments / Information

2



## COST OF ATTENDANCE WORKSHEET - QUARTERS

JACK KENT COOKE  
FOUNDATIONPROVIDING 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.

I have completed my school's FERPA release form so that the Cooke Foundation and my Financial Aid Officer can communicate regarding my financial aid and awarding of my scholarship. ☐ Yes ☐ No

Scholar Name \_\_\_\_\_ Email \_\_\_\_\_

College/University \_\_\_\_\_ Student ID # \_\_\_\_\_

## Please indicate your health insurance needs below:

- ☐ I do not need health insurance included in my cost of attendance  
☐ Include health insurance – I plan to enroll in my university's health insurance plan  
☐ Include health insurance – My health insurance is through a third-party provider

Please indicate your housing plans ☐ On-campus ☐ Off-campus ☐ At home with parentsPlease include a computer in my cost of attendance ☐ Yes ☐ No

Scholar, please type your name to sign this form and forward this form to your financial aid office for completion.

Scholar Signature \_\_\_\_\_ Date \_\_\_\_\_

- Financial Aid Office - please complete the budget/COA and financial aid information, sign & date on page 2, and send back to Scholar.
- The Cooke Scholarship is a last dollar scholarship. We look to maximize the scholarship by replacing work study, job earnings, expected family contribution, and/or any loans that are eligible for the Cooke Foundation to replace.
- Please contact [finances@jkcj.org](mailto:finances@jkcj.org) with any questions or clarifications.

## COMPLETED BY FINANCIAL AID OFFICER

Cost of Attendance	Fall	Winter	Spring	Total Cost of Attendance (=sum of all terms)
Tuition				
Fees (mandatory, course, & program)				
Health Insurance, if applicable				
Books & Supplies				
Room				
Board				
Personal/Miscellaneous				
Transportation				
Loan Fees, if applicable				
Other				
Description of other				
Dependent Care, if applicable				
Computer, if applicable				
Total COA per term				

1

JACK KENT COOKE  
FOUNDATIONPROVIDING THE LARGEST SCHOLARSHIPS IN THE NATION  
TO HIGH-PERFORMING STUDENTS WITH FINANCIAL NEED

## COMPLETED BY FINANCIAL AID OFFICER

Awarded Gift Aid	Fall	Winter	Spring	Total Awarded Gift Aid (=sum of all terms)
Pell Grant				
SEOG				
State Scholarship/Grant				
Institutional Aid				
Health Insurance Grant/Waiver				
Other Outside Scholarships/Grants				
Total Gift Aid per term				
Expected Family Contribution, not coverable by scholarship				
Non-Replaceable Student Assets				
MAXIMUM COOKE FOUNDATION SCHOLARSHIP WITHOUT DISPLACING AID				

Financial Aid Officer's  
Name: \_\_\_\_\_Financial Aid Officer's Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing Address for  
Payment: \_\_\_\_\_  
\_\_\_\_\_Financial Aid Officer's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments / Information

2





## SAMPLE AWARD NOTIFICATION

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

August 1, 2018

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 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.

Sincerely,

Dana E. O'Neill  
Director, Scholarship Programs



## 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: Stacy Morris, 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. These funds are to be used only on behalf of Scholar Name and should not be construed as a grant to the institution.

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 20XX-20XX 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, or if the scholarship funds are not used for the identified Scholar as intended, please return the check or issue a refund immediately with an explanation. If the student withdraws from some or all classes at any point during the term, the Cooke Foundation may require you or the student to reimburse some or all of the scholarship. 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](http://www.jkcf.org).

If you have questions, please send an email to [finances@jkcf.org](mailto: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

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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	
<b>Account Balance as of the Date of This Statement</b>			<b>\$37,717.50</b>	
<i>Pending Credits as of the Date of This Statement</i>				
	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	
<b>Amount You Should Pay at This Time*</b>			<b>\$6,766.50</b>	

\* 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