



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

Introduction	3
Accessing CAP	3
Dashboard.....	3
About Me	4
Name	4
Addresses.....	5
Email Addresses.....	5
Phone Numbers	5
Emergency Contact	5
Demographics and Hometown	5
Country of Citizenship.....	5
My Academic Institutions	5
Adding a New Academic Institution.....	6
Registering a New Academic Institution.....	8
Updating Graduation Information	9
My Grades	10
Adding New Grades	10
My Communications	14
Creating a New Communication	15
To Do List	17
Communications.....	17
Grades.....	17
COA Forms.....	17
Payments	17
Loan Forgiveness Agreements (Cooke Undergraduate Scholars only).....	17
Academic Institutions	17
Graduate Allocation Forms (Cooke Graduate Scholars only)	17
Cost of Attendance (COA)	18
COA Form Details.....	19
Graduate Award Allocation Form (Cooke Graduate Scholars only).....	23
Award Notification.....	24
Cooke Forgivable Loan Program – (eligible Cooke Undergraduate Scholars only)	26
Bill Submission.....	30

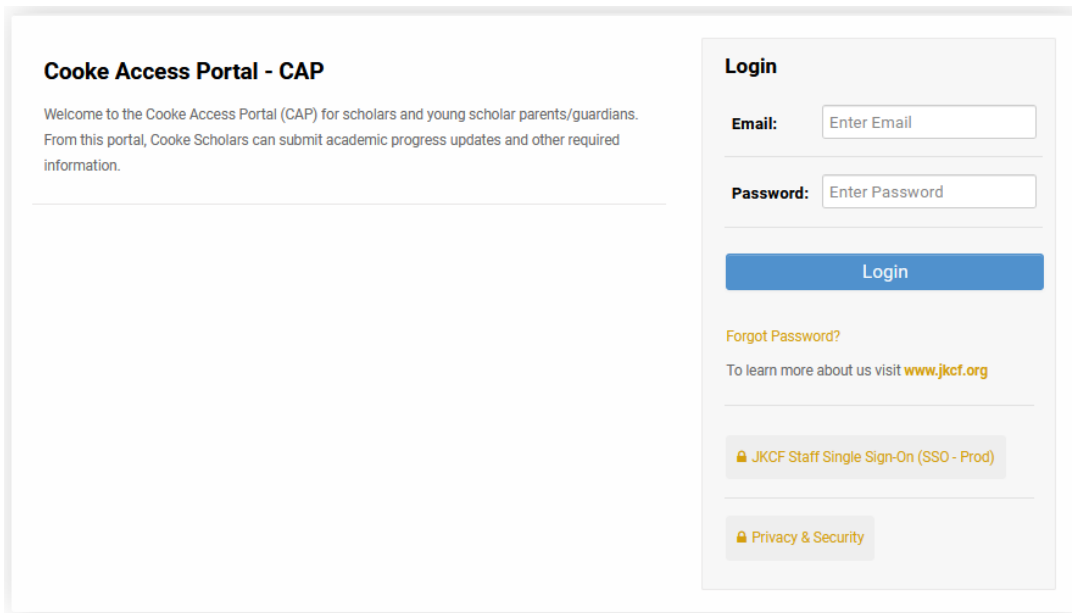
Introduction

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

Accessing CAP

To sign in, go to <https://jkcf.org/cap> and log in to your account. If you have forgotten your password, click the *Forgot Password?* link and follow the prompts to set a new one.

The sign in screen will look like this:



The screenshot shows the login page for the Cooke Access Portal (CAP). On the left, there is a header "Cooke Access Portal - CAP" followed by a welcome message: "Welcome to the Cooke Access Portal (CAP) for scholars and young scholar parents/guardians. From this portal, Cooke Scholars can submit academic progress updates and other required information." On the right, there is a "Login" section with two input fields: "Email:" with a placeholder "Enter Email" and "Password:" with a placeholder "Enter Password". Below these fields is a blue "Login" button. Underneath the button, there is a link for "Forgot Password?" and a message "To learn more about us visit www.jkcf.org". At the bottom of the login section, there are two links: "JKCF Staff Single Sign-On (SSO - Prod)" and "Privacy & Security".

Dashboard

When you first log in, you will start on your CAP dashboard. In the upper right corner of the screen, you will also see a link to My Dashboard to return to the main page at any time. Use the dashboard to navigate to pages where you may update your personal information, upload your grades, complete your COA, submit your bills, communicate with the Cooke Foundation, and access your personal To Do List.

JACK KENT COOKE FOUNDATION

My Dashboard My Academics & Activities My Cost of Attendance Forms

←

Welcome

Welcome to the Cooke Access Portal (CAP). This dashboard allows you to interact with the Cooke Foundation and keep your educational adviser informed of important updates. From this dashboard you can:

- Update your scholar profile and contact information
- List the academic institution you are attending
- Submit transcripts and progress reports
- Keep track of required program documents and other upcoming deadlines

To get started, please review and update the "About Me" section and complete any pending tasks listed under your "To Do List."

PROFILE UPDATE REQUIRED. Click on "About Me" to review and complete your contact information. Once complete, you must click the Profile Up-To Date button at the bottom of the page to update your account.

About Me

My Academics & Activities

My Academic Institutions My Grades My Communications

My Cost of Attendance Forms

My COA Forms My Scholarship Payments My Loan Forgiveness Agreements

To Do List

COMMUNICATIONS (1) GRADES (1) COA FORMS (0) PAYMENTS (0) LOAN FORGIVENESS AGREEMENTS (0) ACADEMIC INSTITUTIONS (0) GRADUATE ALLOCATION FORMS (1)

About Me

To get started, click on the About Me icon on your dashboard. About Me is where you review and edit your personal information, including contact and demographic information. You must keep your information up to date; it is the primary way in which the Foundation will communicate with you. Once you have updated your information, please be sure to click "Profile Up-To Date" to save and submit your updates in CAP. Please note that you will be prompted periodically to update your information.

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

NAME ADDRESSES EMAIL ADDRESSES PHONE NUMBERS EMERGENCY CONTACT DEMOGRAPHICS HOMETOWN COUNTRY OF CITIZENSHIP

Scholar Salutation:

* First Name: Jack

Middle Name:

* Last Name: Kent Cooke

Suffix:

Preferred Name:

Pronunciation:

Personal Pronouns:

Save Profile Up-To Date

Name

Use this tab to add your preferred name (if you prefer a name different from your legal name) and provide pronunciation of your name. You may also share your personal pronouns. If your first or last name legally changes, please contact us at cap@jkcf.org to let us know.

Remember to click the Save button on the bottom of the page when you are finished updating data in each of the sections.

Addresses

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

Email Addresses

Your primary email address is also your username for the system. If you use other email addresses, please enter them in the Email Addresses tab, but keep in mind that the address in the Primary Email field is the one you will use to log in to CAP. Changing your primary email address will change the username you use to sign in. If we have trouble reaching you at your primary email address, we may attempt to reach you at the additional email address(es) you provide.

Phone Numbers

Enter your primary phone and any other phone number(s) where you may be reached.

Emergency Contact

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

Demographics and Hometown

Some of the fields in your profile were populated from information in your scholarship application. You may update your demographic and hometown information at any time. If you find that you are unable to make a change and/or see a mistake that you are unable to update, please contact the Cooke Foundation at cap@jkcf.org.

Country of Citizenship

If your country of citizenship changes, please update it on this tab. If you have dual citizenship, please note both countries of citizenship.

My Academic Institutions

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

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

Instructions

On this page, you can enter your academic institutions. You will be asked to provide additional information about your college/university, including the academic schedule and your estimated enrollment and graduation dates. Once submitted, your school will be reviewed by Cooke Foundation staff and added to your profile upon approval.

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

[Add New College Scholar \(CS\) Academic Institution](#)

My Academic Institutions

#	Scholarship	Academic Institution	School Type	Status	Start Date	End Date	
1	College Scholar (CS)	Stanford University	College/University	Submitted	09/01/2019	05/31/2023	View

Adding a New Academic Institution

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

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

The screenshot shows the 'Add New Academic Institution' form. At the top, there is a navigation bar with 'About Me' and 'John Smith'. Below that, the user's name 'John Smith' is displayed. The form includes the following fields and options:

- School Type:** College/University
- Academic Institution:** A text input field.
- Can't Find your School?:** A button labeled 'Enter New Academic Institution'.
- Schedule:** A dropdown menu with 'Select One'.
- Are You Currently Enrolled?:** Radio buttons for 'Yes' and 'No'.
- Anticipated Degree(s):** A button labeled 'Enter Degree(s)'.

At the bottom of the form, there are 'Cancel' and 'Submit' buttons.

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

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

4. Graduate Scholars will also enter the name of their enrolling school or program.
5. From the Schedule dropdown, select your school’s academic calendar. For Undergraduates, the choices are Semester or Trimester/Quarter. For Graduates, the choices are Semester, Quarter, or Trimester (**Please Note:** if your school has three main terms - fall, winter, spring - you should select Trimester as your school’s schedule even if your school may refer to them as quarters. Only if your school has four actual quarters in which you typically enroll should you select Quarters).
6. Indicate if you are currently enrolled at this institution.
 - If you are currently enrolled or will be soon, select Yes and enter your Anticipated Graduation Date. If you are unsure of your graduation date, please provide your best estimate.
 - If you are no longer enrolled at the institution, select No and answer the “Did you Graduate?” question. If you select Yes for the “Did you Graduate” question, enter your actual graduation date and the term in which you graduated.
7. Click on the Enter Degree(s) button to enter your intended degree and major/field of study information. Click the plus button (+) to add a degree.

For Undergraduate Scholars the screen will look like this:

Instructions

Please enter your anticipated degree(s) below.

Degree(s)

Degree Type	Major	Minor (optional)
Select One	Select One	
<input type="button" value="+"/>		

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

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

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

For Graduate Scholars, the screen will look like this:

Instructions

Please enter your anticipated degree(s) below.

Degree(s)

Degree Type	Graduate Area of Study
Select One	Select One
<input type="button" value="+"/>	

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

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

8. Once you are finished entering your information, click the Save and Close buttons to save your information and close the window.
9. When you have entered all required information, click the Submit button at the bottom of the Add New Academic Institution page. Once submitted, your school information will be verified by Cooke Foundation Staff within 1-2 business days.

Registering a New Academic Institution

If you were unable to find your college or university in the school list, you must register your school by providing the school's information. Follow the steps below to register your school.

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

Can't Find your School?

2. A window will pop up asking you to provide your school's name, address, and website as well as your name, phone number, and email address.
3. Click the Submit button at the bottom. Cooke Foundation Staff will verify your school within 1-2 business days and then notify you via email when you may complete the academic institution section of your profile.

Updating Graduation Information

Once your anticipated graduation date has been reached, you will receive an email notification that it is time to update your graduation information in CAP. A request to answer your graduation completion questions will show up on your dashboard in the To Do List on the Academic Institutions tab.

1. Click the Academic Institutions tab on your To Do List.
2. Click the View button next to the institution for which you are answering your graduation completion questions.
3. Indicate if you are currently enrolled at this institution.
 - If you are no longer enrolled at the institution, select No and answer the “Did you Graduate?” question. If you select Yes for the “Did you Graduate” question, enter your actual graduation date and the term in which you graduated.
 - If you are still enrolled at the institution and need to extend your anticipated graduation date, select Yes and enter your new Anticipated Graduation Date. Note: You must contact your Cooke Dean of Scholar Support in order to request an extension. Changing your anticipated graduation date does not constitute approval of an extension request.
 - Click the Submit button once you have entered all information.

*** Are You Currently Enrolled?**

Yes No

*** Anticipated Degree(s)**


Enter Degree(s)

#	Degree Type	Major
1	Bachelor of Arts	Astrophysics

*** Did you Graduate?**

Yes No

*** Graduation Date**

mm/dd/yyyy 

*** Term of graduation**

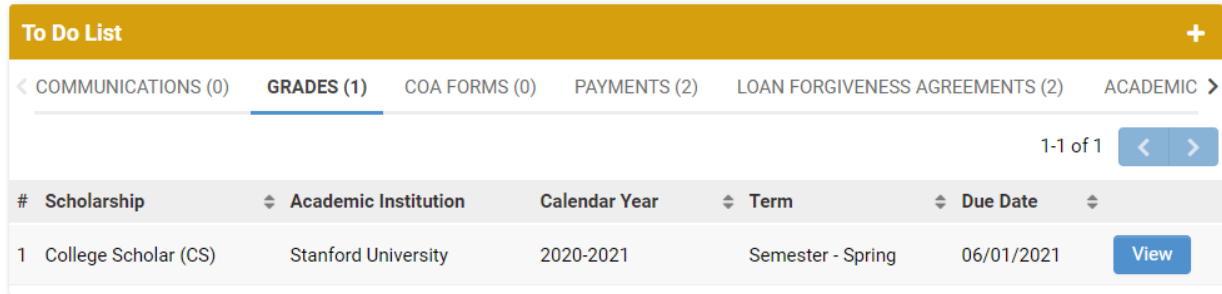
Fall Winter Spring Summer

Submit

My Grades

The Foundation requires Scholars to submit grades at the end of every term. Promptly submitting your grades is required to maintain good standing in your scholarship program. Please note that an official transcript is required at the end of every spring term. Unofficial transcripts are acceptable for all other terms if the submitted transcript has your full name, institution, course names, credit hours, and grades assigned.

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



To Do List					
< COMMUNICATIONS (0)	GRADES (1)	COA FORMS (0)	PAYMENTS (2)	LOAN FORGIVENESS AGREEMENTS (2)	ACADEMIC >
					1-1 of 1 < >
#	Scholarship	Academic Institution	Calendar Year	Term	Due Date
1	College Scholar (CS)	Stanford University	2020-2021	Semester - Spring	06/01/2021

Adding New Grades

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

1. To begin entering your grades, click the Grades tab on your To Do List.
2. Click the View button next to the institution for which you are submitting grades.
3. Enter your year in school and the academic year.
4. Enter the school term for which you will be entering grades.

▼ Enter Grade and Term Information

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

* Year in School

* Academic Year


* Term

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

For Undergraduate Scholars Only:

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

Instructions


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

For each course, enter the following:

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

Course(s)

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



For each course, enter the following:

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

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

Instructions



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

For each course, enter the following:

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

Course(s)

Course Number	Name of Course Provided on Transcript	Subject	Credit Hours	Course Grade	Counts Towards Major
100	English	English Language and Literature	3	A	Yes
100	Intro to Business	Business and Marketing	1	A-	No
			4.00		



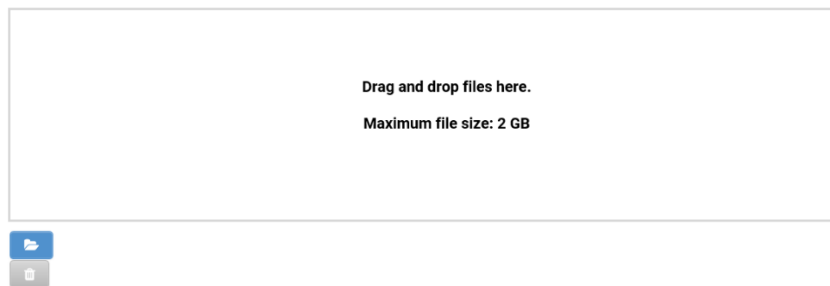
Save Clear Close

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

For both Graduate and Undergraduate Scholars:

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

File Manager



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

* Does your transcript include a term GPA?

Yes

No

* Term GPA

* Do you have a cumulative GPA?

Yes

No

* Cumulative GPA

Notes

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

3. Use the notes section at the bottom of the page to provide comments about your grades.

For Undergraduate Scholars only:

4. Please reflect on your grades from the past term by answering the reflection questions.

* Please reflect on your grades from this past term.

What are you most proud of? Why?

What felt most challenging about this past term? What will be your approach to this challenge in the term(s) ahead?

For both Graduate and Undergraduate Scholars:

5. After you have provided all required grade information and notes, click the Submit button.
6. If there is an issue with your uploaded transcript or your submitted grade information, the grade request will be sent back to you and will re-appear on your To Do List. Please check the “Note” section on your grade request to see why your grade submission was not accepted.

The screenshot shows the Jack Kent Cooke Foundation dashboard. At the top, there is a navigation bar with the logo on the left and links for "My Dashboard", "My Academics & Activities", and "My Cost of Attendance Forms" on the right. Below the navigation bar, there is a breadcrumb trail: "Main" > "Notes" (1). The main content area is titled "Jack Kent Cooke - Stanford University - Grade". It features a search and filter interface with "Notes Type" set to "--All--", "From" and "To" date pickers, and a "Sort By" dropdown set to "Newest to Oldest". A single note is displayed, dated "07/20/2022 09:51 AM", with the type "Note to Scholar". The note content reads: "Jack - Thank you for submitting your spring grades and including an unofficial transcript to CAP. As part of your scholarship requirements, spring grades must include an official copy of your transcript. Please work to obtain an official copy of your transcript and upload a new copy or email back to us at scholars@jkcf.org if needed. Thanks so much,".

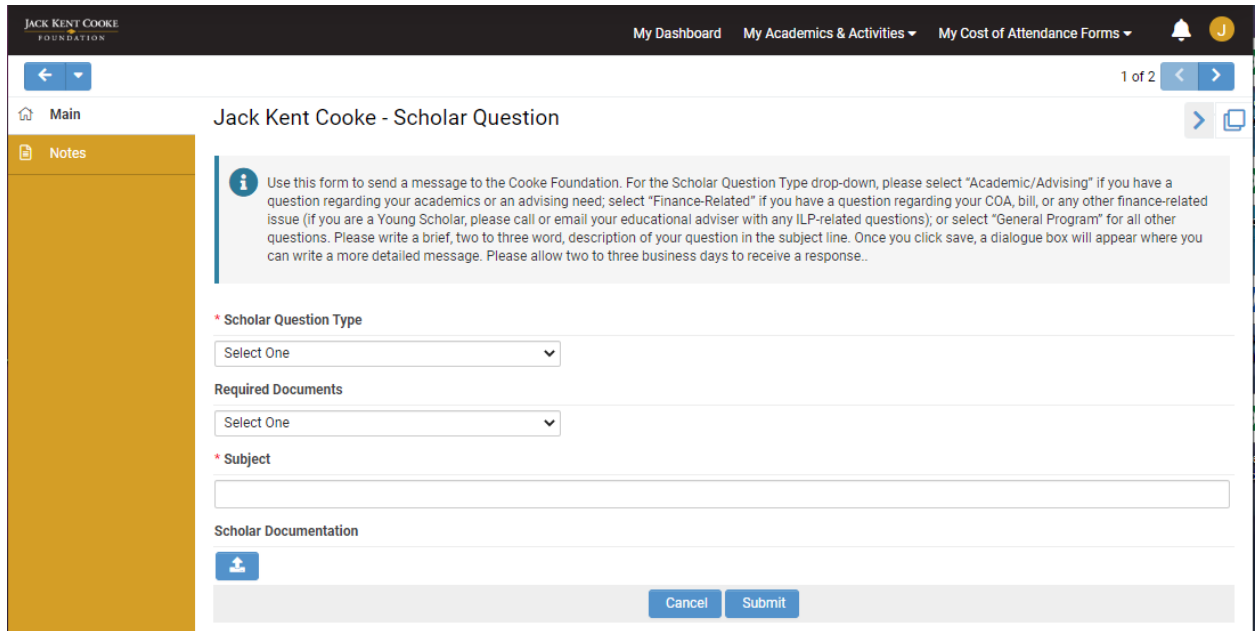
My Communications

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

The screenshot shows the "My Communications" dashboard. At the top, there is a navigation bar with the logo on the left and links for "About Me", "Jack Kent Cooke", and "My Dashboard", "My Academics & Activities", and "My Cost of Attendance Forms" on the right. Below the navigation bar, there is a breadcrumb trail: "Main" > "My Communications" (1). The main content area is titled "My Communications" and features a search and filter interface with "Notes Type" set to "--All--", "From" and "To" date pickers, and a "Sort By" dropdown set to "Newest to Oldest". A single note is displayed, dated "07/20/2022 09:51 AM", with the type "Note to Scholar". The note content reads: "Jack - Thank you for submitting your spring grades and including an unofficial transcript to CAP. As part of your scholarship requirements, spring grades must include an official copy of your transcript. Please work to obtain an official copy of your transcript and upload a new copy or email back to us at scholars@jkcf.org if needed. Thanks so much,".

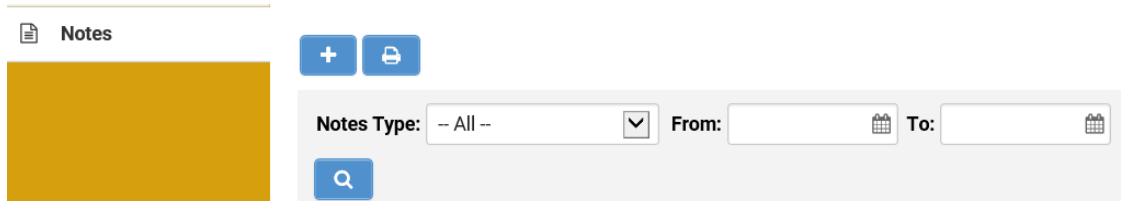
Creating a New Communication

1. To create a new communication, click the blue Add New Communication button.




The screenshot shows a web interface for the Jack Kent Cooke Foundation. At the top, there is a navigation bar with "My Dashboard", "My Academics & Activities", and "My Cost of Attendance Forms". Below this is a breadcrumb trail: "Main" > "Notes". The main content area is titled "Jack Kent Cooke - Scholar Question". It features an information icon and a paragraph of instructions: "Use this form to send a message to the Cooke Foundation. For the Scholar Question Type drop-down, please select 'Academic/Advising' if you have a question regarding your academics or an advising need; select 'Finance-Related' if you have a question regarding your COA, bill, or any other finance-related issue (if you are a Young Scholar, please call or email your educational adviser with any ILP-related questions); or select 'General Program' for all other questions. Please write a brief, two to three word, description of your question in the subject line. Once you click save, a dialogue box will appear where you can write a more detailed message. Please allow two to three business days to receive a response..". Below the instructions are three required fields: "Scholar Question Type" (a dropdown menu with "Select One" selected), "Required Documents" (a dropdown menu with "Select One" selected), and "Subject" (a text input field). Underneath these is a section for "Scholar Documentation" with an "Upload" button. At the bottom right of the form are "Cancel" and "Submit" buttons.

2. Select a Scholar Question Type.
 - Academic/Advising – if you have an academic or advising question.
 - Finance-Related – if you have a finance-related question pertaining to your award.
 - General Program – if you have a general program question.
3. In the Subject line, enter a brief description of your topic. This is like the subject line in an email.
4. Click the Save button.
5. If you have documents pertinent to your communication, click the Upload button under Scholar Documentation to upload a document.
6. On the left-hand navigation panel, you will see a Notes link.
7. Click on Notes. Then click on the plus button (+) to open a text box where you can type your question/message.



The screenshot shows a "Notes" section in a navigation panel. It includes a plus sign (+) button and a printer icon. Below these is a search bar with a magnifying glass icon. To the right of the search bar are three input fields: "Notes Type:" with a dropdown menu showing "-- All --", "From:" with a calendar icon, and "To:" with a calendar icon.

8. Once you are finished, click the Save button on the bottom. You can add multiple notes to a communication.
9. Click the Main link on the left-hand navigation panel, then click the Submit button on the bottom of the page to submit your communication to the Foundation.

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

To Do List

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

The screenshot shows a dashboard titled "To Do List" with a yellow header. Below the header is a navigation bar with tabs for "COMMUNICATIONS (0)", "GRADES (1)", "COA FORMS (0)", "PAYMENTS (0)", "LOAN FORGIVENESS AGREEMENTS (0)", "ACADEMIC INSTITUTIONS (0)", and "GRADUATE ALLOCATION FORMS (1)". The "COMMUNICATIONS (0)" tab is selected. Below the navigation bar is a table with columns: "#", "Scholarship", "Question Type", "Description", and "Deadline for Followup". The table is currently empty, and there are navigation arrows on the right side of the table header.

Communications

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

Grades

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

COA Forms

At the beginning of each academic year, we will ask you to complete the Cost of Attendance (COA) process to determine your Cooke award (see below for detailed instructions about the COA process). Click the View button to complete your COA.

Payments

After you have completed the COA process and the Cooke Foundation has notified you of your award, you are able to upload your billing statements (see below for detailed instructions about the payment process). Click the View button to submit your bill(s).

Loan Forgiveness Agreements (Cooke Undergraduate Scholars only)

If your Cooke award includes a forgivable loan component, we will ask you to accept, partially accept, or decline participation in the forgivable loan program. If you accept or partially accept, you will then be asked to sign your loan agreement letter(s) and upload your loan disclosure statement(s) (see below for detailed instructions about the process). Click the View button to complete your loan forgiveness offer.

Academic Institutions

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

Graduate Allocation Forms (Cooke Graduate Scholars only)

After you submit your COA, you will be asked to complete a Graduate Allocation Form. Click the View button to complete your form (see below for detailed instructions about the Graduate Allocation Form process).

Cost of Attendance (COA)

The Cooke Foundation will notify you when the Cost of Attendance (COA) is ready for completion. Please log in to your CAP account. From your dashboard, click the My COA Forms link or, on your To Do List, click the COA Forms tab.

The screenshot shows a user dashboard with the following sections:

- About Me**: Represented by a graduation cap icon.
- My Academics & Activities**: Contains three items: **My Academic Institutions** (blue circle), **My Grades** (green circle), and **My Communications** (yellow circle).
- My Cost of Attendance Forms**: Contains three items: **My COA Forms** (grey circle), **My Scholarship Payments** (red circle), and **My Loan Forgiveness Agreements** (grey circle).

Below these sections is a **To Do List** header in a yellow bar. Underneath, there are five tabs: **COMMUNICATIONS (0)**, **GRADES (0)**, **COA FORMS (1)**, **PAYMENTS (0)**, and **LOAN FORGIVENESS AG**. The **COA FORMS (1)** tab is selected. Below the tabs is a table with a header row containing a '#' column, a 'Scholarship' column, and a 'Question Type' column with a dropdown arrow.

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

Read the instructions at the top very carefully. To submit a successful COA, you must follow these instructions, *including clicking the link to access the COA worksheet*:

INSTRUCTIONS FOR THE COOKE SCHOLAR

- Scholars, please complete your information for the academic year and sign your COA Worksheet.
- If your university is on a semester system complete the semester COA Worksheet
- If your university is on a quarter/trimester system complete the quarter/trimester COA Worksheet
- Forward the COA Worksheet to your financial aid office (by email, fax, or in person) for completion and signature.
 - Request health insurance if needed.
 - Request one-time only computer stipend if applicable.

NOTES TO COMPLETE THE ONLINE COA FORM

- As part of completing the online process, you are required to upload two documents:
 - COA Worksheet (signed by both you and your financial aid officer)
 - Financial Aid Award Summary from your school
- The COA form below must be completed in one sitting.
 - You will not be able to save and return to this form.
- You must enter a value in each expense field. If an expense does not apply to you, enter “0” (zero).


- Financial Aid Officer section: If you do not have a specific Financial Aid Officer, enter “Financial Aid Office” in the name field and provide an email address and phone number for the office.
- If you have questions about the COA process, please contact finances@jkcf.org.
- Note that the computer stipend is only offered one time during your scholarship, up to \$1,500.

COA Form Details

After reviewing the instructions, please complete the COA fields. Below are details on each section of the COA.

Student ID Number

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

* Student ID Number
(your school ID number): 

Independent Status

* Do you qualify as an independent student?

This field will only appear for Undergraduate Transfer Scholars and Graduate Scholars. All College Scholars are considered dependent students.

For Undergraduate Transfer Scholars and Graduate Scholars, select Yes from the dropdown only if you are designated an independent student according to your Free Application for Federal Student Aid (FAFSA). If you are an independent student, please answer the corresponding questions.

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

Dependent Expenses

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



Dependent Expenses

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



* Do you request including funding for your dependent(s) as part of your Cooke award?

Applicable expenses include: daycare/childcare, room and board, health insurance, additional household expenses.

Select One  

Year in School, Housing, Health Insurance, Enrollment Status

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

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

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

* Housing Plans - Where will you be staying?

Select One 

* Health Insurance Needs

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

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

Select One 

* Enrollment Status

Select One 

Student Expenses

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

▼ Student Expenses

* Tuition


* Fees

* Health Insurance (Billed Through School)

* Books

* Room and Board

* Personal Miscellaneous

* Transportation

* Computer

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

Financial Aid

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

Anticipated Resources - Jack Kent Cooke



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

Resource Type	Amount	Name/Description
Federal Pell Grant	\$3,000.00	
Federal Supplemental Educational Opportunity Grant (SEOG)	\$2,000.00	
Institutional Grants/Scholarships	\$30,000.00	University Grant
Other Grants/Scholarships	\$1,000.00	Rotary Scholarship
Total		\$36,000.00

Save Clear Close

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

FAFSA

All Cooke Scholars eligible for federal financial aid (regardless of whether you receive federal aid) **MUST** complete the FAFSA each year. This is a requirement of the Cooke Foundation. If you are eligible for federal financial aid, you must complete the FAFSA and select Yes for this question. Next, enter your Student Aid Index (SAI) - formerly Expected Family Contribution (EFC) - from your FAFSA Student Aid Report (SAR).

* Did you complete a FAFSA?

Yes

* Student Aid Index (total for whole year)

Required Documents

You must complete the COA worksheet and have it signed by a school financial aid official. Please note that this worksheet includes language that allows your school to provide us with your FAFSA and financial aid data. Upload the worksheet and your school's financial aid summary in this section.

* Please upload your school financial aid award summary.

Please upload your school's financial aid award letter. This can be an official copy of your financial aid award letter or a screenshot - as long as it displays your school budget/costs and aid for the year.



* Please upload your Cooke COA Worksheet.



Financial Aid Office Information

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

* Financial Aid Officer Name

* Financial Aid Officer E-mail Address

* Financial Aid Officer Phone Number

Scholar Verification

After completing all fields and verifying your numbers with your school costs/budget and financial aid summary, click the certification box and then click the Submit button to submit your COA to the Cooke Foundation.

* Scholar Verification Acknowledgement

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

Submit

Contact Staff

If you have any questions, please contact Cooke Foundation Staff by emailing finances@jkcf.org.

Graduate Award Allocation Form (Cooke Graduate Scholars only)

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. Please also estimate the funding you would like allocated for any subsequent years. The future year amounts may be edited as necessary.

You are eligible to receive a maximum of \$150,000 for up to four years of your approved educational program. Scholar discretion may be used to allocate funding during the time enrolled in school, up to the calculated need for any single year. **Please note that there is an annual cap of \$75,000 in any one year.**

You may only allocate up to the maximum contribution per year. If no value has been noted in the maximum contribution column, you may allocate up to \$75,000 (as long as your total allocation does not exceed \$150,000). Please use the Notes box to share any comments with the COA Staff. A screenshot of the Graduate Allocation Form is below:

JACK KENT COOKE FOUNDATION My Dashboard My Academics & Activities My Cost of Attendance Forms

Jack Kent Cooke - Graduate Allocation Form

*** Due Date**
08/01/2022

SCHOLAR INSTRUCTIONS:

- Enter the amount of funding you would like to allocate for the current academic year in the Scholar Allocation column.
- Also estimate the funding you would like allocated for all subsequent years and enter the amount(s) in the Scholar Allocation column. If you will not require Cooke funding for a given academic year (due to full-funding from another source or deferral of your award, etc.), please choose the next academic year from the drop-down in the Academic Year column and enter the estimated allocation amount for that academic year.
- Please enter amounts in U.S. dollars only. Enter zero "0" for any future year(s) if you will no longer be enrolled or if your Cooke funding has been exhausted.
- Submit this form by the due date. The first scholarship payment will not be made until this form and your billing statement are submitted.
- All award amounts are contingent upon actual expenses and other gift aid received. It is your responsibility to inform the Foundation if you receive additional financial assistance that will require a reduction in your Jack Kent Cooke Foundation award amount.
- Please use the notes field to share any relevant information related to your allocation(s).
- Please send all questions regarding your allocation form to finances@jkc.org.

Academic Year:	Maximum Contribution:	Scholar Allocation:	Actual Paid Total:
Year 1: 2022-2023	\$75,000.00	<input type="text"/>	
Year 2: 2023-2024		<input type="text"/>	
Year 3: 2024-2025		<input type="text"/>	
Year 4: 2025-2026		<input type="text"/>	
Total Maximum Contribution: \$75,000.00		Total Scholar Allocation: \$0.00	Total Actual Paid Amount:

Notes

Submit Save

Award Notification

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

The following is a sample award notification:

Subject Line: Jack Kent Cooke Foundation Award Amount

Dear Scholar,

We recently received your cost of attendance form and, after contacting your school and obtaining their approval, have determined your estimated Cooke Foundation scholarship award amount to be \$11,844.00. I've listed a breakdown of your expenses and your aid below, as they were listed on the submitted cost of attendance form. If any of these figures change during the year, you must contact the Cooke Foundation immediately. In order to assist in covering your student and/or parent contribution, your total Cooke award includes a Cooke forgivable loan offer for federal Direct and PLUS loans. If you choose to take out federal loans to cover the costs that cannot be covered through our scholarship, and meet the Cooke Foundation's requirements for loan forgiveness, you will be eligible to have up to \$9,100.00 in federal loan funding repaid by the Cooke Foundation upon your successful completion of the academic year. To accept or decline these loans, log in to the Cooke Access Portal (CAP), click "Loan Forgiveness Agreements" under your To Do List, and follow the instructions.

EXPENSES:

\$45,612.00 Tuition
 \$599.00 Fees
 \$2,354.00 Health Insurance
 \$930.00 Books
\$14,330.00 Room and Board
 \$1,850.00 Personal Expenses
 \$220.00 Transportation Expenses
 \$1,500.00 Computer Allowance
\$67,395.00 TOTAL

RESOURCES/AID:

\$11,844.00 Cooke Foundation Scholarship
 \$5,500.00 Federal Direct loan (eligible for Cooke Foundation loan forgiveness)
 \$3,600.00 Federal PLUS loan (eligible for Cooke Foundation loan forgiveness)
\$37,781.00 Institutional Grants/Scholarships
 \$5,920.00 Federal Pell Grant
 \$2,750.00 Federal Supplemental Educational Opportunity Grant (SEOG)
\$67,395.00 TOTAL

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

You must accept or decline the above forgivable loan offer(s) via CAP.

As soon as your fall term charges post to your account, upload your billing statement via CAP. The billing statement must show itemized charges for tuition, fees, and if applicable, on-campus room and board. We must receive a bill to issue your check. For all returning Cooke Scholars, payment of your scholarship is also contingent upon the Cooke Foundation receiving from you a satisfactory 2021-2022 annual report and official transcript.

If you have any questions, please contact our finances team at finances@jkcf.org.

To obtain a copy of your award letter via the CAP system, follow these steps:

1. On your CAP Dashboard, click on My Communications.
2. On your My Communications To-Do List, click on the COA Form E-mails tab, and then click View next to the award letter you would like to view.
3. This will open your award email. To view the HTML version, follow the link under the Message line.

Cooke Forgivable Loan Program – (eligible Cooke Undergraduate Scholars only)

For undergraduate Scholars eligible for the Cooke forgivable loan program, additional steps through CAP are required to accept, partially accept, or decline participation in the forgivable loan program and to sign the loan agreement letter(s). If a forgivable loan offer for a PLUS loan is also part of your award, you must accept, partially accept, or decline the PLUS loan offer on your parent's behalf. Therefore, please discuss this funding with your parent(s). If you accept or partially accept, you will provide, via CAP, information about the parent taking out the loan.

The following is a sample of the email you will receive from CAP@jkcf.org instructing you to log in to CAP to take action on a forgivable loan offer. **Please watch for this email. If you do not receive it within 24 hours, check your Junk and Spam email boxes. If you still cannot locate this email, contact the Cooke Foundation by sending a communication via CAP or an email to finances@jkcf.org.**



After you log in to CAP, click on Loan Forgiveness Agreements under your To Do List. Click the View button to the far right next to the loan for which you need to take action.

The screenshot shows the "To Do List" interface with a yellow header. Below the header, there are tabs for "COMMUNICATIONS (0)", "GRADES (1)", "COA FORMS (0)", "PAYMENTS (2)", "LOAN FORGIVENESS AGREEMENTS (2)", and "ACADEMIC INSTITUTIONS (0)". The "LOAN FORGIVENESS AGREEMENTS (2)" tab is selected. Below the tabs, there is a table with 9 columns: "#", "Scholarship", "COA Form", "Academic Institution", "Academic Year", "Loan Forgiveness Type", "Approved Loan Amount", "Loan Status", and "Due Date". There are two rows of data, each with a "View" button to the right of the "Due Date" column.

#	Scholarship	COA Form	Academic Institution	Academic Year	Loan Forgiveness Type	Approved Loan Amount	Loan Status	Due Date	
1	College Scholar (CS)	New College Scholar	Stanford University	2021-2022	PLUS Loan Forgiveness Agreement	\$11,700.00	Pending Scholar Acceptance	11/02/2021	View
2	College Scholar (CS)	New College Scholar	Stanford University	2021-2022	Direct Loan Forgiveness Agreement	\$5,500.00	Pending Scholar Acceptance	11/02/2021	View

You will then see the page allowing you to accept, partially accept, or decline participation in the Cooke forgivable loan program. If you are unsure about your loan decision, we advise you to accept the full amount of the loan. You may always take out less or decline the loan later. Therefore, it is to your advantage to accept the full loan now if you are undecided.

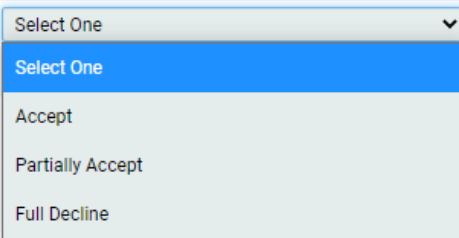
* Loan Decision Due Date

07/03/2021

* Approved Loan Amount

\$5,500.00

* Loan Forgiveness Decision



Select One

Select One


Accept

Partially Accept

Full Decline

Once you accept the forgivable loan offer(s), you/your parent will receive an email that instructs you/your parent to sign the loan agreement letter(s). Click the Review Document button in the email. **Once again, please watch for this email. If you do not receive it within 24 hours, check your Junk and Spam email boxes. If you still cannot locate this email, contact the Cooke Foundation by sending a communication via CAP or an email to finances@jkcf.org.**

From: cap-jkcf <secure@signority.com>
Subject: Signature Required for Cooke Foundation Direct Loan Forgiveness Agreement: 2022-2023 Jack Kent Cooke – Stanford University



Jack Kent Cooke Foundation

Dear Jack Kent Cooke,

Please sign the Cooke Foundation Direct Loan Forgiveness Agreement: 2022-2023 Jack Kent Cooke – Stanford University

You have been sent the document '**Direct Loan Agreement(12567190)_202111191110**' on **07.20.2022** by cap-jkcf to sign using an electronic signature service. Please retrieve the document using this secure address:

[Review Document >](#)

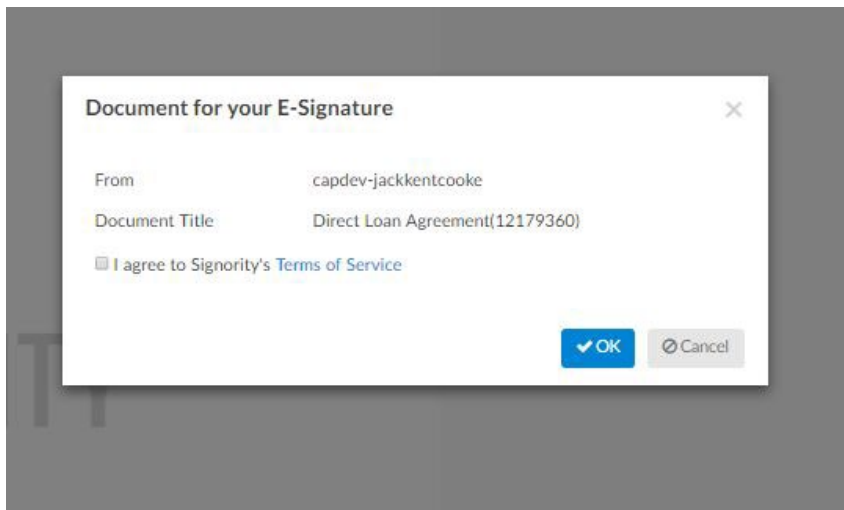
If the above link does not work, you can paste the following address into your browser address bar:

<https://sign.signority.com/UI/documentDesigner2.html?iid=2e567578-c74a-45b5-a444-95b5dfce2275&lang=en>

If you are not the signing authority, you can change the signer. To do so, open the document by clicking "Review Document" and go to the "More" button at the upper right of the page. Use the "Change Signer" button. If you don't see the button, contact the document sender for assistance.

To stop future email reminders, follow this link: [Stop Future Reminders](#)

Check the box next to "I Agree to Signority's Terms of Service" and click OK.

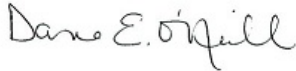


Read the letter, e-sign where indicated, and click the Submit button. This action automatically signs the loan agreement and links it to your CAP account. Please note that only the e-signature portion of the letter is displayed below.

You must electronically sign this loan agreement letter via Signority and upload your disclosure statement to CAP by **November 02, 2021**, in order to be eligible to have the Foundation repay your Direct loan upon the successful completion of your academic year.

Please direct any questions to finances@jkc.org or send a communication through CAP.

Sincerely,



Dana E. O'Neill
Vice President, Scholarship Programs

Borrower's Signature (Scholar):

By signing this letter, I agree to take out a Direct loan in the amount of up to \$5,500.00.

By: _____
Name: Jack Kent Cooke
Date: June 03, 2021

Remember too that you must upload all loan disclosure statements via CAP by November 2. You do this by clicking the View button next to the corresponding loan located under Loan Forgiveness Agreements on your To Do List. Upload the disclosure statement(s) by clicking the upload button located under the "Please upload the PDF Disclosure Statement" section. Then click Submit.

Direct Loan Forgiveness Agreement: 2021-2022 Jack Kent Cooke - Stanford University

* Loan Decision Due Date

07/03/2021

* Loan Decision Submitted On

06/03/2021

* Documentation Due Date

11/02/2021

* Approved Loan Amount

\$5,500.00

* Loan Forgiveness Decision

Accept

* Signed Loan Forgiveness Agreement



File Name ▲

Size



Direct_Loan_Agreement(123456789)_20210603.pdf

79.2 KB

* Please upload the PDF Disclosure Statement

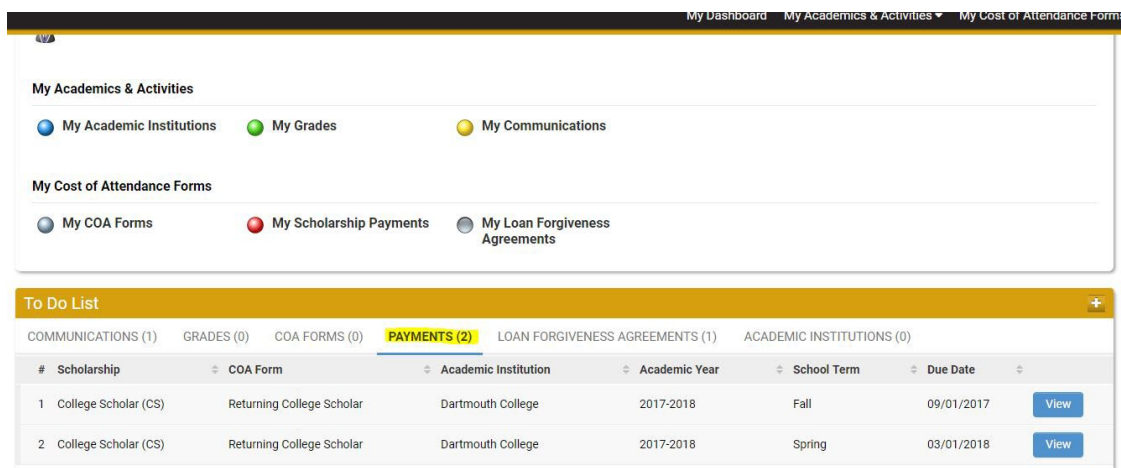


Submit

Save Draft

Bill Submission

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



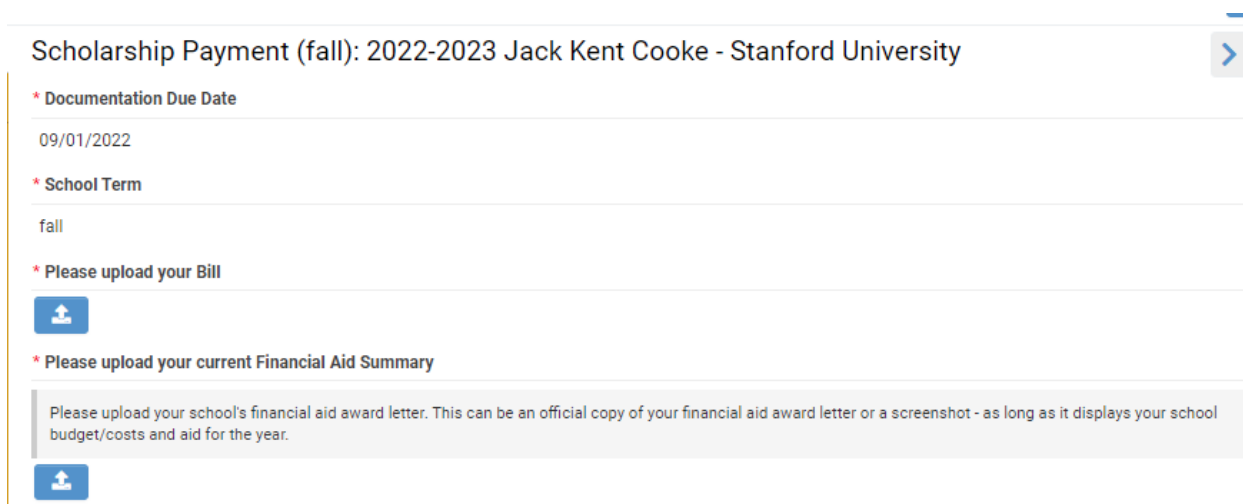
The screenshot shows the CAP dashboard with navigation tabs for 'My Dashboard', 'My Academics & Activities', and 'My Cost of Attendance Forms'. Under 'My Academics & Activities', there are links for 'My Academic Institutions', 'My Grades', and 'My Communications'. Under 'My Cost of Attendance Forms', there are links for 'My COA Forms', 'My Scholarship Payments', and 'My Loan Forgiveness Agreements'. Below this is a 'To Do List' section with a yellow header. It shows categories: COMMUNICATIONS (1), GRADES (0), COA FORMS (0), PAYMENTS (2), LOAN FORGIVENESS AGREEMENTS (1), and ACADEMIC INSTITUTIONS (0). The 'PAYMENTS (2)' category is selected, showing a table with two rows of payment information.

#	Scholarship	COA Form	Academic Institution	Academic Year	School Term	Due Date	
1	College Scholar (CS)	Returning College Scholar	Dartmouth College	2017-2018	Fall	09/01/2017	View
2	College Scholar (CS)	Returning College Scholar	Dartmouth College	2017-2018	Spring	03/01/2018	View

Acceptable bills (print screen or PDF), must include the following:

- Your name
- Your school's name
- An itemized list of tuition and fees, and, if applicable, on-campus room & board and health insurance for the term

Upload your bill and your current financial aid summary by clicking on the upload button under “Please upload your Bill” and “Please upload your current Financial Aid Summary” respectively, then click Submit.



The screenshot shows a task page titled 'Scholarship Payment (fall): 2022-2023 Jack Kent Cooke - Stanford University'. It includes the following information:

- * Documentation Due Date:** 09/01/2022
- * School Term:** fall
- * Please upload your Bill:** A blue upload button with an upward arrow icon.
- * Please upload your current Financial Aid Summary:** A text box with the instruction: 'Please upload your school's financial aid award letter. This can be an official copy of your financial aid award letter or a screenshot - as long as it displays your school budget/costs and aid for the year.' Below this is another blue upload button with an upward arrow icon.

Please note that the Foundation will schedule all your payments for the entire academic year once your COA award is approved.

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

Fall - 9/1

Spring - 1/1

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

Fall - 9/1

Winter - 1/1

Spring - 3/1

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