

Thomas G. Labrecque Smart Start Scholarship Program

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Who is eligible to apply?

Applicants must meet **all** of the following criteria to be eligible for this scholarship:

- Be a high school senior.
- Be a New York City resident who attends a public, parochial or private high school in one of NYC's five boroughs.
- Be planning to major in business, communications, computer science, engineering, liberal arts or social science (life science majors are not eligible).
- Be applying to and then accepted at one of the participating colleges.
- Have legal authorization to work in the United States.

No exceptions will be made.

Note: Legal dependents of JPMorgan Chase employees are not eligible for the Smart Start Program.

What are the participating Colleges?

To qualify for consideration, you must apply to and be accepted by one of the following colleges associated with the Smart Start Program:

- Barnard College
- Baruch College
- Brooklyn College
- City College
- Columbia University
- Fordham University(Lincoln Center campus, Rosehill campus)
- Long Island University(Brooklyn campus)
- New York University
- Pace University(Manhattan campus)
- Polytechnic Institute of New York University
- St. Francis College
- St. John's University

When is the application period?

October 17 through January 30

When is the recommendation deadline?

February 10

Recommendations must be completed by the deadline to result in a complete application.

Should I submit all of my information before I request a recommendation?

No. You should request a recommendation as early as possible to insure there is sufficient time for the recommendation to be submitted by the deadline.

What are the selection criteria?

An independent selection committee will evaluate the applications and select the recipients considering:

- Financial need
- Academic achievements and records
- Essay Content
- Recommendations
- Resume

Decisions of the selection committees are final and are not subject to appeal. No application feedback will be given.

What are the details of the award?

- 10 scholarships will be awarded.
- Recipients will receive a full-tuition scholarship (less financial aid) to one of the participating colleges.
- A paid internship at JPMorgan Chase throughout the student's four years of college, which includes
 - Specific work assignments.
 - On-the-job training.
 - Full-time schedule in the summer and part-time schedule during the school year.
- Yearly stipend for books and supplies.
- A support network of mentors, peer advisors and a Smart Start program to assist in assimilation into a corporate environment.
- Career planning and development.

Which school should I list on the application if I have not made a final decision?

You should list your first, second, and third choice colleges on the application.

How do I change my college choice?

You can update your final school choice on the 'My Profile' page at <https://aim.applyists.net>. If you are chosen to receive an award, it will be your responsibility to make sure your college is updated at least 30 days prior to the check issue date stated in the award notification so your check can be issued accordingly. This will not update forms that have already passed the deadline but all awards are issued based on the 'My Profile' page.

How do I know if my application is complete?

- **Allow five to seven business days after uploading documents for your online status to update.**
- You may monitor your status of each required form and attachment on your home page at aim.applyists.net.
 - **Not Started** - the form has not been requested or started
 - **Started** - the form has not been submitted
 - **Submitted** - the form has been submitted
 - **Not received** - the attachment has not been received
 - **Processing** - the attachment has been received and is being processed and verified
 - **Accepted** - the attachment has been verified and accepted by ISTS
 - **Requested** - the form request has been created, but the form has not been started
 - **Complete** - all required forms and attachments (if applicable) have been received and your application will be considered for the scholarship

It is the responsibility of the applicant to monitor the progress of all application requirements to make sure the application is complete. The status 'Complete' will display on the 'Home' page when all forms have been submitted and all documents have been verified.

I uploaded a document that no longer displays on my application. Do I need to submit it again?

Previously uploaded documents that are no longer displayed with a status on the 'Home' page have been rejected. The most common reasons for a rejected document are as follows:

- The document uploaded is not one of the accepted file types. (.pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp, .xps and .zip are acceptable file formats.)
- The .zip file uploaded did not contain acceptable file formats.
- The document uploaded was not the document requested.
- Not all pages of the document were contained in the file.
- We cannot open the file. The file may be corrupted or password protected.

Refer to the upload section of your application for the details of the required documents and upload a new file that meets the criteria stated.

Where and when should I send my supporting documents?

The required supporting documents must be uploaded to your online application by the application deadline. If you do not follow the upload instructions exactly your application may not be considered. Documents that meet the criteria required for the scholarship application, and uploaded by the deadline, will be processed and considered on time. **Documents are processed within 5-7 business days from receipt.**

How and when will I receive notification?

- Notifications are sent to recipients and applicants not selected to receive an award **via email** approximately two months after the deadline. For recipients, an 'Acceptance' link will be displayed on the 'Home' page following the notification.
- Add donotreply@applyists.com and contactus@applyists.com to your email address book or "safe senders list" so these important emails are not sent to your junk mail folder.
- **Do not 'opt out' of any email sent from donotreply@applyists.com or contactus@applyists.com. You may not receive vital information regarding your scholarship applications.**

Note: Your email address will only be used to communicate with you about your scholarship applications or other opportunities administered by ISTS for which you may be eligible to apply. We will not provide your email address to any third-parties.

What are my responsibilities if I am chosen as a recipient?

You must enroll as a full time undergraduate at one of the participating colleges in the fall of the year in which the scholarships are awarded, continue the entire academic year without interruption unless approved by scholarship sponsor, deliver your scholarship check(s) to the proper office at your institution, and notify ISTS should your check not arrive within 30 days of the issue date.

How and when are checks issued?

Checks will be issued in August to each recipient's mailing address and made payable to the institution on the profile page.

Are scholarships taxable?

Tax laws vary by country. In the United States, scholarship funds used exclusively for the payment of tuition or textbooks are normally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against your scholarship award. We recommend consulting your tax advisor for more guidance. You may also consult IRS Publication 970 for further information (<http://www.irs.gov/pub/irs-pdf/p970.pdf>).

Program Administration

To assure complete impartiality in selection of recipients and to maintain a high level of professionalism, the program is administered by International Scholarship and Tuition Services, Inc., a firm that specializes in managing sponsored scholarship programs.

Questions

For additional information regarding the scholarship program [click here](#) to contact ISTS.