



## 2021 CHET Dream Big! Competition for K-8 Students

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## Program Overview

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### Who is the sponsor of the CHET Dream Big! Competition?

- State Treasurer Shawn T. Wooden, as Trustee of the Connecticut Higher Education Trust (CHET), is the sponsor of the CHET Dream Big! Competition.
- The CHET Dream Big! Competition is funded by Fidelity Investments.

**No award issued under the CHET Dream Big! Competition will use Connecticut state funds.**

### Who administers the selection process?

To ensure complete impartiality in the selection of recipients and to maintain a high level of professionalism and security, all aspects of the scholarship application process (including selection) are administered by International Scholarship and Tuition Services, Inc. (ISTS), an independent company that specializes in managing sponsored educational assistance programs.

### Who is eligible to apply?

To be eligible for this award:

- You (the parent/guardian) must be a legal resident of the state of Connecticut.
- Your child must be enrolled in a public, private, parochial, charter, or a home-based Connecticut school as of September 22, 2021.
- Your child must be enrolled in kindergarten or 1st - 8th grades in the 2021-22 academic year.

**LIMIT ONE (1) ENTRY PER ELIGIBLE STUDENT.** Incomplete submissions will not qualify to be entered in the Competition. Multiple entries on behalf of the same Eligible Student are not permitted. In the event more than one entry is received for an Eligible Student, the first completed Application processed will be considered the only valid entry received. Each Eligible Student is eligible to win only one (1) award in this Competition.

### Prohibited Students

*Any otherwise Eligible Student who resides with, or has a parent or guardian who is employed by the Office of State Treasurer Shawn T. Wooden, Fidelity Brokerage, and/or ISTS (or their respective agents or affiliates), or is a member of the same household of such an individual, are not eligible to participate in the Competition.*

### When is the application deadline?

September 22, 2021 at 11:59pm EDT

### What is the Program timeline?

- Application Open: May 29, 2021
- Application Deadline: September 22, 2021
- Notification of Selection Results: By October 31, 2021

### Is this award renewable?

No, the CHET Dream Big! award is not renewable.

## Award Details

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### What are the selection criteria?

All entrants must provide a creative response to the topic of how they will make a difference in their community or the world after they go to college (through a job, an idea, or community service).

A selection committee appointed by ISTS (and independent of CHET, the Office of State Treasurer Shawn T. Wooden, and Fidelity Investments or the respective agents or affiliates thereof) will evaluate the Original Work provided in all **Complete** Applications based on the following judging criteria:

| Submission Type  | Criteria                              | Entrants in Grades K-5 | Entrants in Grades 6-8 |
|------------------|---------------------------------------|------------------------|------------------------|
| Written Response | Quality/clarity of response to prompt | 20%                    | 40%                    |
|                  | Originality and creativity            | 60%                    | 30%                    |
|                  | Organization and presentation         | 15%                    | 20%                    |
|                  | Spelling, grammar, and punctuation    | 5%                     | 10%                    |
| Artwork          | Quality/clarity of response to prompt | 20%                    | 40%                    |
|                  | Originality and creativity            | 60%                    | 30%                    |
|                  | Presentation/design/aesthetics        | 20%                    | 30%                    |
| Video Response   | Quality/clarity of response to prompt | 20%                    | 40%                    |
|                  | Originality and creativity            | 60%                    | 30%                    |
|                  | Presentation/design/aesthetics        | 20%                    | 30%                    |

***Decisions are final and are not subject to appeal. No Application or other feedback can be requested or will be given.***

### What are the details of the award?

**Four hundred and sixty-eight (468)** prize winners will be awarded a five hundred twenty-nine-dollar (\$529) contribution to a CHET 529 College Savings Plan – Direct Plan.

- Fifty-two (52) prizes will be awarded in each eligible grade level (K-8) across the five (5) congressional districts in Connecticut.

### What are my responsibilities if my child is chosen as a recipient?

All recipients must:

- Accept their award and submit an Affidavit of Eligibility/Liability Release/Publicity Release form within fourteen (14) calendar days of notification.
- Ensure that a CHET 529 Direct Plan account has been created in the child's name.

## Document Upload

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### What supporting documentation is required for this application?

- Copy of your child's most recent report card or kindergarten registration

### Where and when should I send supporting documents?

All required supporting documents must be uploaded to your child's online application by the application deadline. If you do not follow the upload instructions exactly, your child's application may remain incomplete. Documents that meet the criteria required for this application that are uploaded by the deadline will be processed and considered on time.

### Are official/original documents required?

No – you are welcome to provide a copy of your child's report card or kindergarten registration, including versions downloaded from the school's online portal. All documents must be converted and uploaded in one of the acceptable file formats. All uploaded documents **must** include your child's name.

### What are the acceptable file types?

The only acceptable file types are **.pdf, .tif, .png, .jpeg, .jpg, .bmp and .xps**. Any other formats will not be reviewed, and your application will remain incomplete. You may upload multiple files within a .zip file. All files within a .zip file must be in one of the acceptable file types listed above.

### Why can't I upload a Word document?

ISTS does not accept any file format that is editable.

### One of the documents I uploaded has a status of Rejected. What do I do now?

Review the reason your child's document was rejected. Once you have corrected that issue, upload a new copy of your child's document.

### How do I upload more than one file at a time?

You may create a .zip file containing more than one file as long as everything included is in an acceptable file type of **.pdf, .tif, .png, .jpeg, .jpg, .bmp and .xps**. Do not upload additional documentation that is not requested. It will not be reviewed.

### How do I create a .zip file?

To use this format, follow the steps outlined below:

1. Create a new folder on your Desktop, name it the document type you will be uploading. For example, Test Scores, Transcript, or Financial Documentation.
2. Move all the files you wish to upload into the new folder.
3. Right click on the folder from your Desktop:
  - a. PC Users: select "Send to," followed by "Compressed (zipped) folder."
  - b. Mac Users: select "Compress [folder name]."
4. Your new **.zip** file will be located on your Desktop, ready to upload.

### How long does it take to process uploaded documents?

Documents are processed daily. Your child's document will be processed within five (5) to seven (7) business days. If your child's document was uploaded prior to the deadline, it will be considered. However, it is your responsibility to monitor your **Home page** to ensure your document is **Accepted**.

### The deadline has passed, and my child's documents are still Processing, what does that mean?

All documents must be reviewed for the required information and for accuracy. All documents uploaded prior to the application deadline will be reviewed and considered. It is your responsibility to monitor your **Home page** to ensure your document is **Accepted** and that your child's application status reads **Complete**.

### What are the DOs and DON'Ts of uploading documents to my child's application?

#### DO:

- Upload one of the accepted file types.
- Only upload the requested and required documents.
- Black out any Social Security Numbers. *This is not required, but highly advised.*
- Return to your **Home page** to verify your child's documents have been **Accepted**.

#### DON'T:

- Upload a Microsoft® Word document (.doc, .docx) or any other format we don't accept.
- Upload more than the requested documentation.
- Assume your child's documents are correct and accepted once you have uploaded them.
- Upload a document stating you are mailing your child's documents.
- Assume the required document does not pertain to your child. If the application states the document is required, your child's application **will** remain incomplete if you do not provide that document. Contact us if you are having trouble providing a required document.
- Password protect your uploaded documents. Password protected documents will be rejected.
- Upload any file that has a viewing expiration date.

## Notifications

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### How will I be notified about the status of my child's application?

Notifications are sent primarily via email to the email you used to create your account. Some programs offer text and voice notifications. **Ultimately, it is your responsibility as the parent/guardian completing the application to verify your child's application status is indicated as Complete on your Home Page.**

### What notifications will be sent to me?

- **Deadline Reminders:** Deadline reminder emails are typically sent two (2) weeks and one (1) week prior to the application deadline.
- **Selection Results:** Selection results notifications are sent to the parents/guardians of all **Complete** applicants. *Your information is never sold to any third party for marketing purposes.*

### Who will notifications be sent from?

You will receive notifications from three (3) possible ISTS email addresses: [CHETDreamBig@applyISTS.com](mailto:CHETDreamBig@applyISTS.com), [donotreply@applyISTS.com](mailto:donotreply@applyISTS.com) and [ContactUs@applyISTS.com](mailto>ContactUs@applyISTS.com). You should add these email addresses to your "safe senders list" to ensure important emails are not sent to your spam or junk folder.

### When will I receive notifications?

Notifications vary by program based on the Program timeline. Refer to the Program timeline listed above for more specific information. Typically, deadline reminders are sent two (2) and one (1) week prior to the application deadline.

### Can I opt out of notifications?

While you can opt out of notifications, this is not advised. It is your responsibility as the parent/guardian completing the application to ensure your child's application is **Complete**. If you opt out of notifications, you will not receive deadline reminders or selection results. **Your information is never sold to any third party.** The only emails you will receive from ISTS are directly related to your child's application..

## Application Status

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### How do I know if my child's application is Complete?

**Complete** applications will have a green COMPLETE button, as shown below:



COMPLETE

If your child's application status has a grey or orange STARTED button as shown below, click the button to view the status of each individual requirement.



STARTED

### As the parent/guardian completing the application, what are my responsibilities?

It is your responsibility to make sure your child's application is **Complete**. Your child's online application form must be **Submitted**, and all required documents uploaded and **Accepted**.

### How do I use my Home page to verify my child's application status?

When you log in to your **Home page**, you will see all applications listed. Each application will have an overall status button visible to you.



STARTED



STARTED



COMPLETE

*A grey STARTED button means you have not submitted your child's online form. An orange STARTED button means you have submitted the online form but you are either missing required items for the application, or your child's documents are still processing.*

When you click the status button, you will see the more detailed status. This will show you the status of each individual required portion of the application. For more details on your **Home page**, review the **Home Page Tutorial** section.

### The deadline is tomorrow, and it takes 5-7 days to process my child's documents. Will I make it?

As long as your child's documents were uploaded prior to the application deadline, they are considered. You should continue to monitor your **Home page** until you see the status update to ACCEPTED. If the status updates to REJECTED, contact us immediately.

### The deadline has passed, and my child's application status is Started – what do I do?

If the STARTED button is grey, you have unfortunately missed the deadline and your child's application is now read only. If your STARTED button is orange, click the button to view what is missing. Your child's required documents may be PROCESSING. As long as your child's documents were uploaded prior to the application deadline, they are considered. You should continue to monitor your **Home page** until you see the status update to ACCEPTED. If the status updates to REJECTED, contact us immediately.

## Other Important Information

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### Are scholarships taxable?

Per the competition's official rules, the Prize is a contribution to the CHET 529 Direct Plan account and will be treated as a contribution made by or on behalf of the winning Entrant/Participant to the CHET 529 Direct Plan account. Total contributions in excess of the federal annual gift tax exclusion amount may be subject to federal gift and estate taxes, which are solely the responsibility of the winning Entrant/Participant and not the responsibility of CHET, the Office of State Treasurer Shawn T. Wooden, Fidelity, or their respective affiliates or agents thereof. Entrant must make election of an investment option applicable to the CHET 529 Direct Plan account at the time the CHET 529 Direct Plan account is opened. Additional restrictions may apply. Investments in a CHET 529 Direct Plan account are municipal fund securities and subject to market volatility and fluctuation. You may have a gain or loss in your account. For more details on the CHET 529 Direct Plan, please read the CHET 529 Direct Plan Fact Kit. Sponsor reserves the right to substitute prizes of equal or greater value. Sponsor is responsible for delivery of Prize but not for Prize utility, quality, or otherwise. Any applicable taxes or fees (local, state or federal) at any time are the sole responsibility of Entrant.

### ISTS Self-Help Portal

For more helpful information about scholarships plus answers to common inquiries related to ISTS' technology and processes, visit our Self-Help Portal at [ISTSprogramsupport.com](https://www.istsprogramsupport.com).

### Contact Information

ISTS office hours are Monday through Friday from 8:00 AM to 5:00 PM Central. Program Support Agents are available via live chat and email during these hours. Use the green **Help** button (as shown below) at the bottom right corner of your screen to contact us.



You can also reach ISTS's Program Support Agents by calling us toll-free at (855) 670-ISTS (4787) or by email at [CHETDreamBig@applyISTS.com](mailto:CHETDreamBig@applyISTS.com).

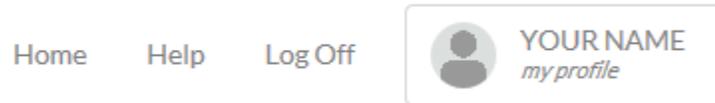
## Home Page Tutorial

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Your ISTS **Home page** is located at <https://aim.applyISTS.net>. This will show your child's application and its overall status. It is your responsibility as the parent/guardian completing the application to monitor your **Home page** to ensure your child's application is **Complete**.

### Help and My Profile

In the top right corner of the page, you'll find the HELP link to the ISTS Help Portal and your **My Profile** page.

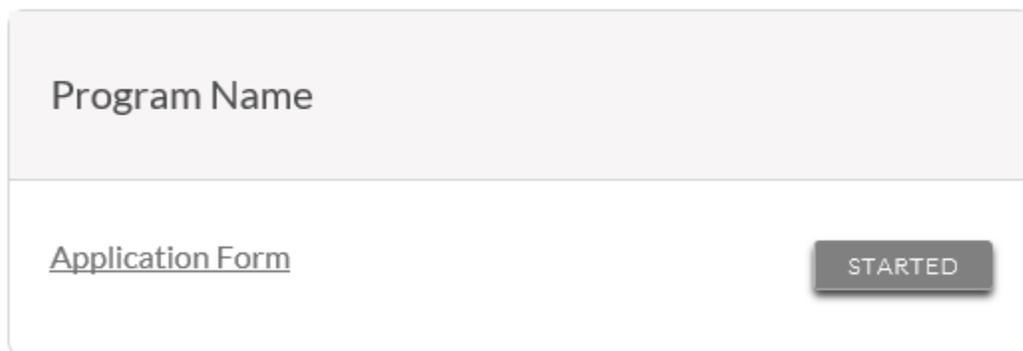


Note that the Profile will display your child's name and contact information. **Do not change this information to display your name**; the Profile information will be used if your child is selected to receive an award.

### Applications View

Each application will have its own box. You will see the program name, application link, and **Status Button**.

#### Applications



### Application Status Buttons

Each application will have one of the following Status Buttons:



If the status button is grey, it means you have not yet clicked the **Submit** button on the last page of your child's application. If the status button is orange, it means you have clicked Submit but you are missing one or more required documents or supplements for that application.

For a detailed status of each application requirement, click the **Status Button**.

## Detailed Status View

Once you click the **Status Button**, the detailed status view will appear. Below is an example. Next, we'll review what each of these statuses mean.

### Application Form

Started: 8/19/2019 Due: 2/25/2020

SUBMITTED

Additional status information about your form is shown below.

GO TO FORM

### Supplements

| Form Name           | Email Address         | Status      |
|---------------------|-----------------------|-------------|
| Recommendation Form | Recommender@email.com | NOT STARTED |

### Attachments

| Type                          | Filename       | Status       |
|-------------------------------|----------------|--------------|
| ACT/SAT Test scores           |                | NOT RECEIVED |
| High School Transcript        | Transcript.pdf | PROCESSING   |
| College/University Transcript |                | REJECTED     |
| FAFSA Student Aid Report      | FAFSA SAR.pdf  | ACCEPTED     |

### Rejected Attachments

| Type                          | Filename               | Reason               | Time              |
|-------------------------------|------------------------|----------------------|-------------------|
| College/University Transcript | College Transcript.pdf | Missing Student Name | 8/19/2019 9:49 AM |

## Application Form Section

This top section shows you the date you started the application, application deadline date, status of your child's form and provides a button to return to your child's application.

### Application Form

Started: 8/19/2019 Due: 2/25/2020

STARTED

Additional status information about your form is shown below.

GO TO FORM

If you have submitted your child's online application form, the status would read:

### Application Form

Started: 8/19/2019 Due: 2/25/2020

SUBMITTED

Additional status information about your form is shown below.

GO TO FORM

## Attachments Section

This section allows you to track the status of each required attachment or supporting document(s) for your child's application..

There are four (4) attachment statuses:

### Attachments

| Type                          | Filename       | Status       |
|-------------------------------|----------------|--------------|
| ACT/SAT Test scores           |                | NOT RECEIVED |
| High School Transcript        | Transcript.pdf | PROCESSING   |
| College/University Transcript |                | REJECTED     |
| FAFSA Student Aid Report      | FAFSA SAR.pdf  | ACCEPTED     |

NOT RECEIVED

This means you have not yet uploaded this attachment and it is required for your child's application be considered **Complete**.

PROCESSING

This means your child's attachment has been uploaded and is currently pending review by ISTS. Attachments are processed within 5-7 business days. All documents uploaded prior to the application deadline will be considered.

REJECTED

This means the document you uploaded was not acceptable. Below the attachment section is the Rejected Attachment section. This will tell you why your child's attachment was rejected.

ACCEPTED

This attachment has been reviewed by ISTS and has been verified as meeting all the requirements needed for that attachment.

## Rejected Attachments Section

If you have uploaded a document that does not meet the minimum requirements for the application, your child's document will be rejected. The attachment status will read:

REJECTED

You will see the attachment type, file name, the reason for rejection and the date/time your document was rejected.

### Rejected Attachments

| Type                          | Filename               | Reason               | Time              |
|-------------------------------|------------------------|----------------------|-------------------|
| College/University Transcript | College Transcript.pdf | Missing Student Name | 8/19/2019 9:49 AM |

To upload a corrected document, simply click GO TO FORM and upload your child's document. Make sure you have fixed any of the issues noted in the reason for rejection so that your child's document is not rejected a second time.

GO TO FORM

If the application deadline has passed and your child's application is not **Complete** because your document was rejected after the application deadline it is important that you contact us immediately so that we can assist you. Most programs allow ISTS to help you correct a rejected document within the 5-7 business day processing time after the deadline. However, this is **not guaranteed**. Make sure you follow the Upload Instructions within your child's application to ensure the document meets all minimum criteria.