1. **Who is eligible to apply for a scholarship award?**
   - The applicant must be a dependent child or grandchild (see below) of an active permanent full-time or permanent part-time employee of Arconic Inc. and/or certain subsidiaries in Arconic's controlled group of corporations as defined in IRC Section 414(b) worldwide.
   - Eligible students are those enrolled in their final year of high school or secondary school and are scheduled to complete their final year in 2019. This is grade 12 in most countries. Generally speaking, these students are 17-19 years old and intend to begin their college or university studies in late 2019 or very early in 2019.
   - Eligible children include:
     - The biological child of an eligible Arconic employee
     - A child who has been legally adopted by an eligible Arconic employee
     - A stepchild who is living in the eligible Arconic employee’s household, whether or not he or she has been legally adopted by the eligible Arconic employee
     - A child of the domestic partner of an eligible Arconic employee, if the domestic partner is registered for Arconic benefits
     - A grandchild of an eligible Arconic employee if the grandparent is the legal guardian of the grandchild
• The employee must be actively and permanently employed full-time or part-time by Arconic Inc. on the date a scholarship award is offered to his or her child.

• Children of retired employees are not eligible.

2. What are the details of the award?

• The total award amount is USD4,000 and is payable in no more than four annual installments of USD1,000 (see question 4 for renewal information).

• Award funds may only be used for expenses at the following types of institutions:
  - **U.S. schools** – Colleges, universities, community colleges, junior colleges, technical schools, and trade schools listed in the Higher Education Directory published by Higher Education Publications Inc.
  - **Non-U.S. schools** – Post-secondary colleges, universities, community colleges, junior colleges, technical schools, and trade schools which are recognized by the country’s Ministry of Education

• First-year scholarships may be awarded to no more than 25% of the eligible applicants whose applications are reviewed and considered by the selection committee. A maximum of 100 new scholarships may be awarded annually.

• Scholarships will be considered and awarded in two categories:
  o Applicants from U.S. and Canada
  o Applicants from all other countries

3. Who evaluates the applications and what are the selection criteria?

An independent selection committee convened by International Scholarship and Tuition Services (ISTS) and not affiliated with Arconic or Arconic Foundation evaluates the applications and selects the scholarship recipients. The committee will consider the following criteria:

• **Academics**
  o Grade point average
  o Class rank
  o Test scores
  o Advanced or special classes
  o Academic awards and honors

• **Activities**
  o Participation in school and non-school activities (athletics, clubs, yearbook, school newspaper, etc.)
  o Peer recognition
  o Awards and honors
  o Leadership roles on athletic teams (captain, co-captain, etc.) or in other activities (president, vice president, secretary, treasurer, editor, etc.)

• **Character**
  o A well-rounded individual
  o Family responsibilities
  o Thoughtful understanding of the circumstances of others
  o Overcoming extraordinary hardship
  o Qualities described in the Recommendation letter

• **Employment**
  o Number of hours worked outside the home
• Type of employment
  • Employment position (shift leader, team leader, etc.)
• Community Service
  • Demonstrated commitment
  • Service which contributes to the betterment of the community
  • Service on a regular basis
• Essay
  • Content
  • Style
  • Grammar and spelling

ISTS will not comment on the deliberations of the selection committee. Arconic Foundation and
ISTS will not under any circumstances provide written or oral evaluations of applications.

4. **Is the annual award renewable?**
   A scholarship recipient may qualify for annual renewal of the award, up to a maximum of three
   renewals for USD1,000 each. The annual renewal application notice is emailed in April to the
   scholar’s email address on file at ISTS. Continued Arconic employment by the scholar’s parent
   is not required after initial award notification.

Requirements for a renewal award are:
• Complete an on-line renewal application
• Remain a full-time undergraduate-level student
• Continue enrollment at an accredited and eligible institution
• Demonstrate satisfactory academic progress
• Maintain a “C” average (2.0 on a 4.0 scale, or equivalent in your country)
• **Non-U.S. students** - Students should save receipts for all educational expenses. Copies of
detailed receipts for eligible educational expenses (see question 7) must be submitted with
the renewal application. ISTS will review the receipts to determine if they qualify as eligible
educational expenses under U.S. law. Students who do not submit receipts may be eligible
to defer the renewal award in exceptional situations.

5. **When may an application be submitted?**
   Applications must be completed online between January 1, 2019, and February 21, 2019.
   Applications submitted after February 21, 2019, will be disqualified.

6. **How does a student apply for an award?**
   The student must:
   • Create an account at [www.aim.applyists.net/arconic](http://www.aim.applyists.net/arconic) using a valid email address that is
     regularly monitored by the student applicant. The student may **not** use an email address
     that belongs to a parent, legal guardian, or anyone else.
   • Complete the on-line application.
   • Identify someone to submit an online recommendation letter.
   • Attach all required supporting documents.
   • Submit the completed application.
   • Monitor the application status in the online account until it is marked “Complete.”
7. **What educational expenses may the scholarship award be used for?**
   The scholarship award must be used only for expenses required for undergraduate study at an eligible school described in question 9 of this document. According to U.S. law, under which this scholarship program is governed, qualified education expenses include:
   - Tuition and fees required to enroll at or attend an eligible educational institution, and
   - **Required** course-related expenses, such as fees, books, supplies, and equipment. These items must be required of all students in the course of instruction.

   Examples of expenses that do not qualify are:
   - Room and board,
   - Travel,
   - Research,
   - Clerical help or tutoring
   - Equipment and other expenses (including computers and computer accessories) that are not required for enrollment in or attendance at an eligible educational institution.

8. **Are scholarship awards taxable?**
   Consult the appropriate government authority in your country or a tax advisor for guidance on whether the scholarship award is taxable to either the student or the Arconic employee.

9. **Which educational institutions may recipients attend?**
   Students may attend any eligible school inside or outside of their home country:
   - **U.S. schools** – Colleges, universities, community colleges, junior colleges, technical schools, and trade schools listed in the Higher Education Directory published by Higher Education Publications Inc.
   - **Non-U.S. schools** – Post-secondary colleges, universities, community colleges, junior colleges, technical schools, and trade schools which are recognized by the country’s Ministry of Education

   A student may transfer to another institution and retain the scholarship award, subject to annual renewal requirements.

10. **Are SAT or ACT scores required for U.S. applicants?**
    Yes, an ACT or SAT score is required for all U.S. applicants.

11. **Must the student’s grade point average be converted into the U.S. grading scale?**
    Yes. There is a link in the application to a pdf document with instructions on how to do this.

12. **Is a Recommender required?**
    Yes, every applicant must identify an individual who will write and submit a recommendation letter for the applicant. The Recommender must have a valid email address. He or she should be someone who is familiar with and can describe the student’s academic achievements, leadership skills, community service activities, employment obligations, etc.

    The application will not be considered if the required recommendation is not received by the deadline of February 21, 2019. The applicant should follow-up with the Recommender to assure that the recommendation letter will be submitted before the deadline. No extensions will be granted under any circumstances.
13. **Which school choice should be listed on the application?**

An applicant should list his or her first school choice on the application; it does not have to be the student’s final choice. Scholarship recipients will inform the Program Administrator of their final school choice during the award acceptance process.

14. **How does an applicant know if his or her application is complete?**

- Allow five to seven business days after uploading documents for the application’s status to update online.
- The status of each required form and attachment may be monitored on the applicant’s home page at www.aim.applyists.net/arconic. Statuses are as follows:
  - Not Started - form has not been requested or started
  - Requested - form request has been created, but the form has not been started
  - Started - form has not been submitted
  - Submitted - form has been submitted
  - Not received - attachment has not been received
  - Processing - attachment has been received and is being processed and verified
  - Accepted - attachment is verified and accepted
  - Complete - all required forms and attachments have been received, and the application is ready for review and consideration

15. **How and when are award notifications made?**

- Notifications are sent approximately two months after the application deadline.
- Recipient and non-recipient notifications will be sent to the email address currently assigned to the student’s ISTS account.
- Add info@applyists.com to email address books or to a “safe sender list” so these important emails are not sent to a spam or junk mail folder.
- Do not ‘opt out’ of emails sent from info@applyists.com; otherwise, important information regarding the scholarship application may not be received by the applicant.

Email addresses are only used to communicate with applicants about this scholarship program or other opportunities administered by ISTS for which the applicant may be eligible. Email addresses are not provided to any third parties.

16. **How and when are payments issued?**

- **U.S. scholarship recipients:** Checks are mailed in August to the mailing address currently entered in the student’s profile in the ISTS system. Student must update the mailing address as necessary in the ISTS system. Checks will be payable to the institution only.
- **Non-U.S. scholarship recipients:** Payments can be made via wire transfer to the school or the student. Wire transfers will be sent in August or January, depending on when the school year starts. Students who receive payment directly via wire transfer are required to:
  a) provide proof of enrollment at an eligible school prior to receiving award payment,
  b) provide itemized receipts with each renewal application documenting how the award payment from the most recent academic year was spent, and
  c) return award funds which are not used for eligible expenses at an eligible school (see questions 7 and 9).
Failure to provide the required receipts may result in the forfeiture of future award payments. If payment is wired directly to the non-U.S. school, the name of the student will be provided to the school to facilitate proper credit to the student’s account.

- Student is responsible for notifying ISTS should a check not arrive within 30 days of the issue date or should a wire transfer deposit not be received by the school or the student.
- A scholarship recipient may request up to a one-year deferral of an award payment. Only one deferral will be granted.

17. **What are the responsibilities of a scholarship recipient?**
   - Provide award acceptance information on a timely basis and in the required manner.
   - Enroll as a full-time undergraduate student in an eligible post-secondary institution.
   - If necessary, deliver the scholarship check to the college or university.
   - Continue in school as a full-time student for the entire academic year without interruption.
   - Maintain up-to-date information in his or her ISTS profile record, including a valid email address that is assigned to and regularly monitored by the student. All outstanding scholarship awards will be forfeited if it is discovered that the email address on file at ISTS does not belong to the scholarship recipient.
   - Provide required award renewal information on a timely basis and in the required manner.
   - Non-U.S. students who receive payment directly via wire transfer must provide itemized receipts with each renewal application documenting how the award payment from the most recent academic year was spent. Failure to provide the required receipts may result in the forfeiture of future award payments.
   - Request in advance and in writing (via email or regular mail) approval for award deferral or early award payment. Justification must be provided in either case.
   - Return unused scholarship funds or direct the school to return unused scholarship funds to Arconic Foundation.
   - Return to Arconic Foundation award funds used for ineligible expenses (see question 7).

18. **What if a scholarship recipient has no need for the award?**
    If a student has no need for the funds, he or she must decline the award. It can be used only for eligible education expenses according to U.S. law (see question 7). The student may not accept the award and use it for non-educational expenses.

    The student may request in writing a one-year deferral if he or she was not accepted into an eligible educational institution and if he or she intends to reapply for admission within one year. Approval of the student’s request for a deferral is not guaranteed. Requests will be considered on a case-by-case basis. Only one deferral will be granted.

19. **Can an award payment be accelerated or deferred?**
    Accelerated, off-schedule or deferred payments will be considered on a case-by-case basis if a request is made via email or in writing to the Program Administrator and if satisfactory justification is provided. Initial or renewal award payments may be deferred by submitting an online deferral request via the Program Administrator’s website. Scholarship funds not used during one academic year are not transferable to the following academic year. It is the recipient’s responsibility to instruct the school to return unused award funds to Arconic Foundation and to confirm that this occurs. Only one deferral will be granted.
Tips for Application Preparation

- Follow all instructions carefully. Applications will be disqualified if instructions are not followed or if any document or information is missing or arrives late, regardless of the reason.
- The essay must be written only by the applicant, with no one else's assistance, other than proofreading. An essay which appears to have been written by someone other than the applicant will negatively impact the review and rating of the application.
- Take the time to think carefully about the essay response before beginning to write it. A thorough, meaningful, and well-written response will be scored higher by the selection committee.
- Before starting an application, identify the person who will write the applicant's recommendation. Obtain a valid email address for that individual; it must be entered in the application.
- The recommender should be an adult not related to the applicant who can comment on the applicant's academic achievement and potential, leadership ability, character, and volunteerism/community involvement. If the applicant is home-schooled, the recommender may be related to him or her. Allow the recommender at least two weeks to write their recommendation. Follow up with the recommender to make sure he or she has completed this step prior to the deadline. Applications missing the recommendation will be disqualified.
- Proofread all work thoroughly. Responses that are unclear or contain numerous mistakes distract the reviewer from focusing on the content and reflect poorly on the applicant's abilities. Make sure that sentences are complete, clear, and grammatically correct. For non-English speaking students, judges will not expect your grammar to be absolutely correct in English. However, your responses throughout the application are expected to be complete, meaningful and understandable.
- Have someone else read the completed application. An objective reader can often identify areas that need more explanation and may find errors that have been overlooked.

Program Administration

To assure complete impartiality in the 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.

Disqualification of Application

- Applications may not be prepared or submitted by anyone other than the eligible student.
- If an ISTS account is found to be registered to an email account not belonging to the student applicant, the scholarship application will be rejected.
- Arconic Foundation and ISTS reserve the right to reject any application that appears to have been fraudulently submitted or that appears not to adhere to the guidelines and requirements in this document.

Still have questions?

For additional information:

- Contact ISTS by email at contactus@applyists.com and identify Arconic Foundation as the program sponsor.
- Contact ISTS by phone at (855) 670-4787.

Customer Care hours of operation for telephone support are 8 a.m. to 5 p.m. CST. Phone or email inquiries should be submitted by February 18, 2019, to allow for a response before the application deadline of February 21, 2019. Inquiries submitted after February 18, 2019, are not guaranteed to receive a response before the application deadline.