The Earl and Kathryn Congdon Family Foundation Scholarship

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Who is eligible to apply?

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

- You must be a dependent* child, age 26 and under, of full-time Old Dominion Freight Line non-executive/director-level employees who have a minimum of three years of full-time employment with the company as of the application deadline date.
- Dependent children are defined as natural children, foster children placed in the employee's home for adoption, and legally adopted children or stepchildren living in the employee's household or primarily supported by the employee and claimed as a dependent on the employee's Federal Income Tax.
- You must be a high school senior or high school graduate who plans to enroll for the first time or a student who is already enrolled in full-time undergraduate study.
- You plan to enroll in full-time undergraduate study at a Regionally accredited two-year or four-year college, university, or vocational-technical school for the entire 2025-2026 academic year.

Children of executive and director-level employees, substantial contributors, and those servicing the foundation and their lineal descendants are not eligible. Foundation members and substantial contributors will be identified by the Sponsor annually.

When is the deadline to submit the recommendation(s)?

February 16th, 2025

When is the application deadline?

February 17th, 2025

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

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

What is the Program timeline?

- **Application Opens**: **December 2nd, 2024**
- **Recommendation Deadline**: **February 16th, 2025**
- **Application Deadline**: **February 17th, 2025**
- **Scholarship Recipients Notified**: **April End**
- **Scholarship Checks Issued**: **Mid-July**

What are the selection criteria?

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

- Academic achievements and record
- Participation and leadership in extra-curricular/co-curricular
- Work experience
- Goals and Aspirations Statement: a statement of career and educational goals and objectives
- Community involvement/volunteerism

Selection will be merit-based only

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?

The Earl and Kathryn Congdon Family Foundation Scholarship Program awards scholarships of $6000 each, including those eligible to renew.

- Each year, award new scholarships of $6,000 which are renewable for three additional years.
- Each year, renewable scholarships of $6,000 per year.

Non-recipients may reapply to the program each year they meet eligibility requirements.

Awards may only be used for tuition, books, and fees.
Awards are for undergraduate study only.

Students enrolled in a two-year college or vocational-technical school

- Awards are renewable up to one additional year or until a certificate or associate degree is earned, whichever occurs first based on satisfactory academic performance and maintaining a cumulative grade point average of at least 2.75 on a 4.0 scale (or the equivalent).

Students enrolled in two-year colleges or vocational-technical schools

- And choose to transfer to four-year colleges or universities and remain eligible to receive renewable awards until a bachelor's degree is earned or four awards are granted, whichever occurs first, based on satisfactory academic performance and maintaining a cumulative grade point average of at least 2.75 on a 4.0 scale (or the equivalent).

Students enrolled in a four-year college or university

- Awards are renewable up to three additional years or until a bachelor's degree is earned, whichever occurs first based on satisfactory academic performance and maintaining a cumulative grade point average of at least 2.75 on a 4.0 scale (or the equivalent).

Is this scholarship renewable?

Yes

Students enrolled in a two-year college or vocational-technical school

- Awards are renewable up to one additional year or until a certificate or associate degree is earned, whichever occurs first based on satisfactory academic performance and maintaining a cumulative grade point average of at least 2.75 on a 4.0 scale (or the equivalent).

Students enrolled in two-year colleges or vocational-technical schools

- And choose to transfer to four-year colleges or universities and remain eligible to receive renewable awards until a bachelor's degree is earned or four awards are granted, whichever occurs first, based on satisfactory academic performance and maintaining a cumulative grade point average of at least 2.75 on a 4.0 scale (or the equivalent).

Students enrolled in a four-year college or university

- Awards are renewable up to three additional years or until a bachelor's degree is earned, whichever occurs first based on satisfactory academic performance and maintaining a cumulative grade point average of at least 2.75 on a 4.0 scale (or the equivalent).

What is the deadline to submit Renewal scholarship verifications?

February 17th 2025

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

You should list your first choice on the application.

How do I change my college choice?

You may update your final school choice on the **My Profile** page at https://edcor.smapply.us/prog/the_earl_and_kathryn_congdon_family_foundation_scholarship/ . If you are chosen to receive an award, it will be your responsibility to make sure your college details are updated on the system 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 any application or acceptance forms; however, 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 the status of your application on your Home page at https://edcor.smapply.us/prog/the_earl_and_kathryn_congdon_family_foundation_scholarship/

- Not Started: the form has not been requested or started.
- Started: the form has not been submitted and will not be considered.
- Submitted: the form has been submitted but is not complete.
- Complete: all required forms and attachments (if applicable) have been received and your application will be considered for the scholarship.

You may also monitor the status of your attachments and recommendations (if applicable).

- Not received**:** the attachment has either not been received or has been rejected.
- Requested: the form request has been created, but the form has not been started.
- Processing: the attachment has been received and is being reviewed.
- Accepted**:** the attachment has been verified and accepted by Edcor.

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 and .xps.**
- 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.

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 format (i.e. .Pdf, .tif, .png, .gif, .jpeg, .jpg, .bmp and .xps.**)**

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,   Transcripts,   or Financial Documentation.
2. Move all the pages you wish to upload into the new folder.
3. Right-click on the document from your Desktop, select "Send to," followed by "Compressed (zipped) folder."
4. Your new **.zip** file will be located on your Desktop ready to upload.

What is the difference between Official and Unofficial Transcripts?

Official transcripts must be obtained through your high school administration office, or your college registrar's office. These transcripts are normally printed on official letterhead and/or state that they are official. These may contain a signature.

*Note: Your official transcript may come to you in a sealed envelope, stating it will become unofficial if opened. When scanning or copying your official transcripts, a watermark may appear noting they are now unofficial. **Despite any watermarks or sealed envelopes, you may open the envelope if needed to upload the document. These documents will still be considered official for our purposes.** When scanning or copying, you do not need to include a copy of the sealed envelope.*

Unofficial transcripts may be accessed through your school's online student portal. These pages must still be converted to one of the acceptable file formats. There are free tools available that will allow you to save various documents (including web pages)

as a PDF. Unofficial transcripts must contain your name and the school's name and contact information.

What are the acceptable documents for Proof of Enrollment?

Any of the following documents would work: an unofficial transcript showing courses for Fall 2024, a letter from the school stating enrollment for Fall 2024, a screenshot of the class schedule clearly showing the applicant's name and term dates, or a document that has the expected graduation date on it.

What are the DO's and DON'Ts of uploading documents to my application?

DO

- Upload in the correct file format.
- Only upload the requested documents.
- Black out any Social Security numbers on the documents you are uploading. This is not required but advised.
- Return to your Home page below to verify your documents have been accepted. https://edcor.smapply.us/prog/the_earl_and_kathryn_congdon_family_foundation_scholarship/

DON'T

- Upload a **Microsoft Word™** document (.doc, .docx).
- Upload more than the requested documentation.
- Use your high school-provided email address
- Assume your documents are correct and accepted once you have uploaded them. Upload a document stating you are mailing your documents.
- Assume the required document does not pertain to you. If the application states the document is required, your application will remain incomplete if you do not provide that document.
- Password-protect your uploaded documents. Password-protected documents will be rejected.

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 are uploaded by the deadline, will be processed, and considered on time.

How and when will I receive a notification?

- Notifications are sent to recipients and applicants not selected to receive an award **via email** by the end of April. For recipients, an **Acceptance** link will be displayed on the home page following the notification.
- Add Edcor Scholarship noreply@mail.smapply.net to your email address book or "safe senders list" to ensure these important emails are not sent to your junk mail folder.
- Do not 'opt out' of any email sent from Edcor Scholarship noreply@mail.smapply.net else, 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 Edcor 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 student at a two- or four-year university in the fall of the year in which the scholarships are awarded and continue the entire academic year without interruption unless approved by the scholarship sponsor. Notify EDCOR should your check not arrive within 30 days of the issue date at Scholarshipsupport@edcor.com

How and when are checks issued?

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

Are scholarships taxable?

Tax laws vary by country. The scholarship recipient is responsible for taxes if any, that may be assessed against his or her scholarship award. The program will be administered in full compliance with IRS Procedure 76-47.

Program Administration

To ensure complete impartiality in the selection of recipients and to maintain a high level of professionalism, the program is administered by Edcor, a firm that specializes in managing sponsored scholarship programs.

My parent's employment makes me eligible for this scholarship. Whose contact information should I include?

Applicants must register with their personal email addresses. Do not use your parent's work email addresses and do not use your High School provided email address. Your My Profile page should reflect the applicant's (the person who is attending university) legal name and contact information. The parent's information needed is specifically asked for on the application.

Who can I send a Thank You card to?

Earl and Kathryn Congdon

C/o The Earl and Kathryn Congdon Family Foundation

PO Box 6635

High Point NC 27262

Additional Information or Questions

For additional information regarding the scholarship program Click here or,
Visit: https://edcor.smapply.us/prog/the_earl_and_kathryn_congdon_family_foundation_scholarship/
Email: scholarshipsupport@edcor.com or,
Call: 1-855-950-6301
Our offices are open Monday through Friday from 9:00 AM to 5:00 PM Eastern.