



# Scholarship Program: Altria FAQ

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### Who is eligible to apply?

A child of a full-time employee or part-time employee (scheduled to work at least 20 hours per week) of an Altria company who is claimed as a dependent on the employee's federal income tax return, is supported by the employee, or is claimed by the employee for medical insurance and other benefits. The child must be under the age of 26 and enrolled in a full-time course of study for the academic year when the scholarship is awarded on August 1.

"Child" under this program means any dependent, natural or legally adopted child, stepchild, child of domestic partner or legal ward supported entirely by the guardian. An applicant's parent or guardian must be an active employee of an Altria company at the time the scholarship award is initially granted; receiving benefits under the Altria Severance Pay Plan does not constitute as being an active employee.

Once an award is granted to the child of an active employee, it remains intact for the duration of the student's school attendance including annual scholarship renewal, as long as the student satisfies continuing eligibility criteria and is not affected by the employment status of the recipient's parent or guardian.

### What is the Program estimated timeline?

November 25 – January 31	Scholarship application is available at <a href="https://edcor.smapply.us/prog/altria_group_inc_scholarship_program">https://edcor.smapply.us/prog/altria_group_inc_scholarship_program</a>
November 25 – January 31	Complete and submit application
January 31	<b>Application deadline</b> Must be submitted online
April	Scholarship winners and non-winners are notified
Mid July	Scholarship Awards paid

### What are the selection criteria?

The selection criteria vary by Program. Generally, an Edcor independent selection committee will evaluate the applications and select the recipients considering:

- Academic achievement record
- Community Involvement/Impact (outside of school)
- Honors and Awards
- Participation and leadership in extra-curricular/co-curricular activities
- Personal Goals Statement (career and educational goals/objectives)
- Recommender Letter
- Unusual Circumstances/Overcoming Challenge Statement
- Work Experience

**Selection will be merit based and take the above-mentioned criterion into account.**

*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?

Scholarship award amounts are based on an applicant's financial need. The award amounts are \$2,000, \$3,500, or \$5,000 per year. A scholarship award will not exceed \$5,000 per year.

Awards are for undergraduate or graduate study; however unused renewals cannot be transferred from undergraduate study to graduate study.

A student who has received an award for undergraduate study must reapply when applying for a graduate.

All scholarship winners will be announced in May.

### Is this scholarship renewable?

Awards are renewable for the duration of the recipient's current degree path providing the follow conditions are met:

- The student must maintain full-time enrollment for the entire academic year and continue to be in good academic standing, according standards set by the institutions attended
- A student is not required to provide financial need information.
- Any recipient of an award must enroll in the fall of the year the award is received or reapply for a scholarship for the next academic year.
- If a scholarship student takes a leave of absence from academic studies, the number of years that a scholarship may be renewed will not be reduced.
- The first year of eligibility for a scholarship begins the first semester that a student enters college or graduate or professional studies, regardless the year the student received the award.
- Academic or disciplinary actions resulting in suspension or dismissal from the school automatically terminates the scholarship.

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

List the school that you are most likely to enroll in. The applicant is required to provide evidence of admission to school.

### How do I change my college choice?

If the applicant needs to change their college choice, they can do so any time during the application process before submitting the application.

If the application was submitted, the applicant will need to provide proof of admission/enrollment to the new school and school information via email to [scholarshipsupport@edcor.com](mailto:scholarshipsupport@edcor.com)

### How do I know if my application is complete?

Once you complete all the tasks and Mark them as Complete, the task bar on the left-hand side corner of your application portal will show check marks. Review your application, and submit. When you submit your application, you'll see the Status of your application updated to Complete.

### 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 if 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, Transcript, 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 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 name and contact information.

### 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 to verify your documents have been accepted.

#### **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 notification?**

- Notifications are also sent to recipients and applicants not selected to receive an award **via email**.
- For recipients, an **acceptance** link will be displayed on the home page following the notification.
- Add Edcor Scholarship [noreply@mail.smapply.net](mailto: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](mailto:noreply@mail.smapply.net). You may not receive vital information regarding your scholarship applications

#### **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

If a student's studies are interrupted by illness, accident, or other extenuating circumstances, he or she may request that the scholarship be held in abeyance during the period of interruption. Requests for scholarships to be held in abeyance must be submitted promptly to Edcor. Each request will be reviewed.

**How and when are checks issued?**

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

Please contact Edcor [Scholarshipsupport@edcor.com](mailto:Scholarshipsupport@edcor.com) should your check not arrive within 30 days of the issue date.

**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.

**Who is the Program Administrator?**

To ensure complete impartiality in 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 using 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.

Parent's information will be needed and is specifically asked for in a different section of the application.

**Additional Information or Questions**

For additional information regarding the scholarship program:

**Email:** [scholarshipsupport@edcor.com](mailto: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.*