Southwest Gas Scholarship Program: FAQs

Who is eligible to apply?

• An applicant's parent, step-parent, or legal guardian must be a full-time Southwest Gas employee who has worked for the Company for **a minimum of one year**. *Sons or daughters of Officers of the Company are not eligible to apply*

• An applicant must have graduated from an accredited high school or completed grade 12 requirements through homeschooling prior to the application deadline.

• An official high school transcript must be submitted, along with official transcripts for any undergraduate college courses which have been completed. Homeschooled students must submit standardized test scores and other materials conclusively documenting that their academic achievement is the equivalent of having earned an outstanding grade point average during the four years of high school.

• An applicant must supply complete information about extracurricular activities and community service. Letters in support of the applicant's achievements written by teachers or other adults in leadership positions (*who are not relatives of the applicant*) are encouraged as well.

• A candidate must be no older than 23 as of May 23, 2025. That maximum age may be extended to reflect years served in the U.S. military or other service activity such as a church mission, AmeriCorps, Peace Corps, or VISTA.

• Completed application forms and all grade transcripts must be received by May **23, 2025**.

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

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

What is the Program estimated timeline?

- **Application Opens**: March 17, 2025

- **Application Deadline**: May 23, 2025

- **Scholarship Recipients Notified**: Late June (estimate)

- **Scholarship Checks Issued**: Late July/Early August (estimate)

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 performance
- Performance on ability and/or aptitude tests
- Extracurricular activities
- Essay regarding academic objectives and career goals
- Community service
- Recommendations from other individuals not related to the applicant.

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?

Every year, the scholarship competition is announced to Southwest Gas employees. Applications are made available through the Southwest Gas Scholarship Program's website and in each Division. Applications, requests for scholarship renewal, and requests for reactivation of a previous application are received by the Edcor Scholarship Administration.

The Edcor Scholarship Administration screens the applications for eligibility and completeness and forwards the materials to the Selection Committee, which is made up of independent individuals who have strong backgrounds in higher education. Once the scholarship recipients have been determined, a $1,500 check will be mailed to the students selected. The names of the scholarship recipients will be announced to all Southwest Gas employees.

Is this scholarship renewable?

Yes, the scholarship is renewable and retained for up to a maximum of four consecutive years during the student's undergraduate studies.

All scholarship recipients must carry a full load of undergraduate classes. A full load is defined as a minimum of 12 credit hours in both the fall and the spring semesters.

Freshman scholarship recipients must achieve a 2.5 grade point average (GPA) on a four-point scale during the first year of the scholarship and a 3.0 cumulative GPA thereafter.
> *First-time recipients who are sophomores or juniors must maintain a 3.0 GPA.*

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 documentation attached must match the school you list on your application forms.

How do I change my college choice?

This information can be updated on the application before you submit it. Please reach out to the Edcor Scholarship Administration via email scholarshipsupport@edcor.com

Edcor confidential document

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's name and contact information.

Edcor confidential document

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 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. 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.

Yes, the scholarship is renewable and retained for up to a maximum of four consecutive years during the student's undergraduate studies.

All scholarship recipients must carry a full load of undergraduate classes. A full load is defined as a minimum of 12 credit hours in both the fall and the spring semesters.

Freshman scholarship recipients must achieve a 2.5 grade point average (GPA) on a four-point scale during the first year of the scholarship and a 3.0 cumulative GPA thereafter.
> *First-time recipients who are sophomores or juniors must maintain a 3.0 GPA.*

How and when are checks issued?

Checks will be issued to each recipient's mailing address and made payable to the applicant.

Please contact Edcor 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 or,

Call: 1-855-950-6301

Our offices are open Monday through Friday from 9:00 AM to 5:00 PM Eastern.