



2025-26 Windhover Scholarship Program

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Program Overview

Who is eligible to apply?

Applicants must meet **all** of the following criteria to be eligible for the Windhover Scholarship. You must:

- Be a high school senior or college freshman, sophomore or junior with a GPA of 2.5 or higher.
- Plan to be enrolled as a full-time undergraduate student in Fall 2025.
- Be an unmarried legal dependent of a full-time Quad employee:
 - The parent/guardian must have been employed by Quad since July 1, 2022.
 - The parent/guardian's base salary must not exceed a predetermined amount per year.
 - *Note: if both parents/guardians are full-time Quad employees, the parent/guardian with the higher base salary will be considered to determine applicant eligibility.*

Note: If your parent/guardian is an eligible employee at the time you are notified that you have been selected to receive an award you will retain the award for the full academic term.

Important notes regarding eligibility:

- Applicants who have previously earned a bachelor's degree or who are pursuing a graduate/higher-level degree are not eligible to apply.
- Applicants who have previously received five (5) awards are not eligible to apply.
- Children of the Windover Foundation's board of directors and/or scholarship selection committee are not eligible to apply.

When is the application deadline?

March 7, 2025

When is the recommendation deadline?

March 14, 2025

What is the Program timeline?

- Application Open: January 13, 2025
- Application Deadline: March 7, 2025
- Recommendation Deadline: March 14, 2025
- Notification of Selection Results: end of June 2025
- Funds Disbursed: July 2025

Is this award renewable?

No. The scholarship is not renewable; however, students may apply again for up to five (5) awards.

Who administers this Program?

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

Award Details

What are the selection criteria?

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

- Academic achievements and records
- Community service and volunteer activities
- Extracurricular activities
- Work/internship experience

Decisions of the selection committee are final and are not subject to appeal. No application feedback will be given.

What are the details of the award?

- Two scholarships for up to \$15,000 each will be awarded annually to the top two applicants attending vocational or technical schools, and are not renewable.
- Up to 120 scholarships for up to \$3,000 will be awarded annually and are not renewable.
- Scholarships will be applied to tuition, fees, books, and supplies required for full-time undergraduate course work at accredited institutions in the United States. These institutions include: vocational schools, technical schools, two-year colleges, and four-year colleges.
 - Students may transfer from one institution to another and retain the award.
 - Students selected for one of the \$15,000 vocational/technical scholarships may also change their school choice. However, changing to a two- or four-year college will result in the scholarship being adjusted to the \$3000 award amount.
- Students may reapply each year as long as they continue to meet the eligibility criteria and have not previously received five (5) scholarship awards.
- Scholarships may not be applied to room and board.

What are my responsibilities if I am chosen as a recipient?

You must enroll as a full-time undergraduate student in the fall of the year in which the scholarships are awarded. You must continue the entire academic year without interruption unless approved by the scholarship sponsor. You are responsible for delivering your scholarship check(s) to the proper office at your institution with its attached instructions. You should notify ISTS if your check does not arrive within 30 days of the issue date. You will receive an email notification when your funds are issued.

How and when are funds issued?

Your funds will be issued via one (1) check in early July. Your check will be made payable to the institution listed on your **My Profile** page only. *Your scholarship check cannot be made payable to you, the applicant.* The check will be mailed to your home address so that you may deliver it to the correct office at your institution. You will receive an email notification when the check has been mailed.

How do I change my college choice?

Make sure your **My Profile** page indicates your final college choice. It is your responsibility to make sure your **My Profile** page is correct at least 30 days prior to the check issue date listed above. If your scholarship check needs to be reissued for any reason, a reissue fee may apply.

What if I am unable to attend or complete school in the academic year of my award?

The award may be deferred under certain circumstances, if you notify ISTS at the time the need arises and complete the necessary steps. ISTS will address the deferral request with the Windhover Foundation, and you will be notified of the decision. If a deferral is approved, any scholarship funds that were issued must be returned to ISTS.

Application Details

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

You should list your first-choice school on the application. You can change your school choice any time prior to the application deadline. If selected as a recipient, you will be asked to confirm your final school choice. If your school changes after the acceptance deadline, you will be able to update this information on your **My Profile** page.

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

You, the applicant, must register for an account with a personal email address. *Do not use a parent's work email address.* Your **My Profile** page should reflect your legal name and contact information. If your parent's information is needed, it will be specifically asked for on the application.

What are the differences between Official and Unofficial Transcripts?

Official transcripts must be obtained through your high school administration office, or your college registrar office. Transcripts are normally printed on official letterhead and/or state that they are official. Transcripts may contain or require 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 that they are now unofficial. **Despite any watermarks or sealed envelopes, you may open the envelope if needed to upload the document. These documents will be considered official for our purposes.** Acceptable file types are **.pdf, .tif, .png, .jpeg, .jpg, .bmp and .xps**. 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. **Unofficial transcripts must contain your name.**

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

You should request your recommendation as early as possible to ensure there is sufficient time for you to receive the recommendation and submit it by the deadline. You do not have to wait until all other portions of your application are complete before requesting your recommendation.

What supporting documentation is required for this application?

- High School Transcript: Upcoming College Freshmen and Sophomores only.
- College/University Transcript: Upcoming College Sophomores, Juniors and Seniors only.
- 2025-26 FAFSA Student Aid Report (SAR): All applicants

Where and when should I send my supporting documents?

All 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 remain incomplete. Documents that meet the criteria required for this application that are uploaded by the deadline will be processed and considered on time.

Notifications

How will I be notified about the status of my application?

Notifications are sent primarily via email to the email address you used to create your account. Some programs offer text and voice notifications. **Ultimately, it is your responsibility as the applicant to verify your application status is Complete on your Home page.**

What notifications will be sent to me?

- **Deadline Reminders:** Deadline reminder emails typically begin 30-45 days prior to the application deadline.
- **Recommendation Deadline Reminder:** You may receive a notification after the application deadline but prior to the recommendation deadline if your recommendation is still incomplete.
- **Selection Results:** Selection result notifications are sent to all **Complete** applicants.
- **Funds Disbursed:** Once your funds have been issued, you will be notified.
- **Other Scholarships:** Occasionally, if you meet the requirements for another scholarship administered by ISTS, you will be notified. These notifications are not guaranteed.

Your information is never sold to any third party for marketing purposes.

Who will notifications be sent from?

You will receive notifications from two (2) possible ISTS email addresses: donotreply@applyISTS.com and ContactUs@applyISTS.com. You should add both of 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 reminder emails begin 30-45 days 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 applicant to ensure your 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 application and, *possibly*, other scholarship opportunities.

Document Upload

What should be visible on my documents?

All uploaded documents **must** show your name. If you are using an online portal to access your required documentation and all that is visible is the salutation and your first name (Example: Welcome Joe!), this will meet the name requirement.

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 document was rejected. Once you have corrected that issue, upload a new copy of your 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 and name it based on 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 my uploaded documents?

Documents are processed daily. Your document will be processed within one (1) business day. If your 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 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 application status reads **Complete**.

What are the DOs and DON'Ts of uploading documents to my 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 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 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. 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.

Other Important Information

Are scholarships taxable?

Tax laws vary by country. In the United States, scholarship funds used exclusively for the payment of tuition and textbooks are normally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against his or her scholarship award. We recommend consulting your tax adviser for more guidance. You may also consult IRS Publication 970 for additional information.

ISTS Self-Help Portal

For more helpful information about scholarships plus answers to common inquiries related to ISTS's 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 7:00 AM to 7:00 PM Central Time, and Saturday from 9:00 AM to 6:00 PM Central Time. 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 even request a callback!

