



# Phi Theta Kappa Scholarship Application Instructions

**Deadline: July 1**

## Overview

The Harvard Extension School Phi Theta Kappa (PTK) Scholarship is designed to encourage academically talented community college graduates to pursue the Bachelor of Liberal Arts (ALB) Program at the Harvard Extension School (HES). Our program is ideal for community college graduates who appreciate the value of a liberal arts degree. It provides a solid foundation for students considering advanced academic work, such as law, medical, or business school or PhD programs. Students attending HES have access to many benefits, including a distinguished faculty drawn primarily from Harvard College; more than 600 courses in the evening at modest tuition rates (approximately \$900 per course); a diverse student body; the largest academic library in the world; outstanding museums and cultural performances; and ample opportunities to participate in a rich community life. We invite you to challenge yourself intellectually, personally, and professionally.

As you consider HES and the ALB Program as an option for your continued undergraduate studies, please keep in mind the following features. HES is Harvard University's continuing education program, distinct from Harvard College. Courses are held in the evening (5:30 to 7:30 pm and 7:35 to 9:35 pm); the average age of students is 35; and the majority of students study on a part-time basis. Housing is not available, and students cannot receive the 1-20 certificate for the F-1 student visa.

For more information about HES and the ALB Program, students should review the undergraduate website at [www.extension.harvard.edu/undergrad/](http://www.extension.harvard.edu/undergrad/) or call (617) 495-9413 to make a phone or in-person advising appointment.

## Description of Award

Before applying to the ALB Program, students must complete three HES prerequisite courses with grades of B– or higher. The PTK scholarship pays the tuition for the three prerequisite courses, up to a total of \$3,000. Of the three courses, one must be EXPO E-25 *Academic Writing and Critical Reading*. The other two prerequisite courses can be selected from more than 600 undergraduate course offerings.

EXPO E-25 is a limited-enrollment course and requires a placement test, test of critical reading and writing skills, available online. Scholarship applicants must take this test by selecting login, then New Student through the Harvard Summer School website.

Once students are officially admitted to the ALB Program, they can apply for a full range of financial aid, including Extension School scholarships and federal financial aid, such as Pell Grants and Stafford Loans.

## Eligibility

The scholarship is available to PTK members who have earned their Associate in Arts (AA) degrees with 3.50 or higher cumulative GPAs. Awards are based on students' scholarship application essays, past academic performance, results of the test of critical reading and writing skills, financial need, financial aid eligibility, and a scholarship interview.

## Application Process

To apply for the scholarship, students must submit the form on page three, a one-page essay, academic transcripts from all colleges and/or universities attended, documentation of PTK membership, and a completed Harvard Extension School Enrollment Plan for Financial Aid application, which includes a Free Application for Federal Student Aid (FAFSA) form. Application deadline is July 1 for the fall term.

The one-page essay should explain why scholarship applicants want to pursue their undergraduate degrees at the Harvard Extension School. Students may wish to consider the following questions when writing their essays:

- What impact will an undergraduate degree in liberal arts have on my life?
- Why is it important for me to complete an undergraduate degree at this point in my life?
- What is the significance of achieving an undergraduate degree at HES?

Students should review the checklist below to be sure they have provided all necessary documents. Students should contact the Undergraduate Degree Programs Office at (617) 495-9413 if they have any questions or concerns about the application process.

**Application Checklist** (please review and check all items)

- Complete the test of critical reading and writing skills online through the Harvard Summer School website.

Student Financial Services must receive the following items by July 1:

- The Phi Theta Kappa Scholarship application, completed and signed.
- A one-page essay indicating why you wish to earn an ALB at the Harvard Extension School.
- Academic transcripts from all colleges/universities you have attended.
- Documentation of PTK membership.
- Enrollment Plan for Financial Aid (available online).
- Free Application for Federal Student Aid (FAFSA) from the US Department of Education (see below).

Student Financial Services may request supplementary documentation from you in order to process your application. Incomplete applications will not be reviewed by the Scholarship Committee.

**Award Process**

Once applications are complete, the Undergraduate Office will contact applicants to schedule an interview. Applicants are notified by mail of the PTK Scholarship Committee's decision by August 1. When awarded the scholarship, PTK scholars may take one, two, or three courses during the first semester. If three courses are taken, one must be EXPO E-25. PTK scholars must maintain a cumulative GPA of 2.50 or better to continue receiving scholarship funds. Also, all recipients must complete FAFSA and Extension School financial aid applications each year in order to remain eligible for the award.

**FAFSA**

Student Financial Services recommends that students submit their FAFSA to the US Department of Education at least four weeks prior to the scholarship deadline (June 1) to allow time for processing ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). Students must authorize the release of this form to the Harvard Extension School by using the Federal School Code E00209.



# Harvard University Division of Continuing Education

Harvard University Extension School • Harvard Summer School

Student Financial Services • 51 Brattle Street • Cambridge, Massachusetts 02138-3722 • (617) 495-4293 • (617) 495-2921 fax • sfs@dcemail.harvard.edu

## Phi Theta Kappa Scholarship Application

Due July 1

Legal name		
Last (family name)	First	Middle

Social security number	Date of birth (example: MAY 16 1980)																										
<table border="1"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>										<table border="1"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td align="center"><i>Month (mmm)</i></td> <td align="center"><i>Day (dd)</i></td> <td align="center" colspan="3"><i>Year (yyyy)</i></td> <td colspan="3"></td> </tr> </table>										<i>Month (mmm)</i>	<i>Day (dd)</i>	<i>Year (yyyy)</i>					
<i>Month (mmm)</i>	<i>Day (dd)</i>	<i>Year (yyyy)</i>																									

Current local address		
Street		
City	State/Province	Zip/Postal code
E-mail address (Please provide only one e-mail address.)		
Country (if not US)	Telephone number (including area/country code)	Cell phone number (including area/country code)

Please list all colleges or universities you have attended:

---



---

Associate in arts award institution: \_\_\_\_\_

Associate in arts graduation date: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

PTK membership dates: \_\_\_\_\_

Please indicate the three Extension School courses for which you plan to use the scholarship:

This is not a registration form. If you are awarded a scholarship, you must register online by the appropriate deadlines.

EXPO 25	Academic Writing and Critical Reading	
<i>Course number</i>	<i>Course title</i>	<i>Term</i>
<i>Course number</i>	<i>Course title</i>	<i>Term</i>
<i>Course number</i>	<i>Course title</i>	<i>Term</i>

If you plan to take and pay for additional courses, please indicate which ones:

<i>Course number</i>	<i>Course title</i>	<i>Term</i>
<i>Course number</i>	<i>Course title</i>	<i>Term</i>

*By signing this application, I certify that all information on this application as well as all submitted materials are accurate and complete.*  
**Please note:** Students who fail to list previous college work or misrepresent any information will be disqualified from scholarship selection and funds will be revoked.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

PTK Scholarship applications become the property of the Harvard Extension School. No part will be returned under any circumstances.