



# HARVARD DIVISION OF CONTINUING EDUCATION

## HARVARD EXTENSION SCHOOL

Admissions Office • 51 Brattle Street • Cambridge, Massachusetts 02138-3722 • (617) 998-8111 • [admissions@extension.harvard.edu](mailto:admissions@extension.harvard.edu)

## Phi Theta Kappa Scholarship Application Instructions

**Application Deadline: June 15 for the fall term or October 1 for the spring term.**

*See Application Checklist on page 2 for complete information about materials and deadlines.*

### 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) undergraduate program at the Harvard Extension School (HES) by funding the three undergraduate-level courses required for admission to it. Our program is ideal if you appreciate the value of a liberal arts degree. We offer a solid foundation for advanced academic work, such as law, medical, or business school or PhD programs. You will have access to many benefits, including a distinguished faculty drawn primarily from Harvard College, more than 800 courses in the evening or online at reasonable tuition rates, a diverse student body, one of the largest academic libraries 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 our undergraduate program, please keep in mind the following features: HES is Harvard University's continuing education program distinct from Harvard College. The average age of students is 32 and the majority of students study on a part-time basis. As a minimum requirement, your high school diploma or its equivalent must have been earned at least five years prior to enrolling in any ALB degree-applicable courses. **Housing is not available, and students cannot receive the I-20 certificate for the F-1 student visa.** For more information about HES and its undergraduate program, please [visit our website](#).

### Description of Award

Before applying to the undergraduate program, all students must complete three HES courses with grades of B or higher, which are required for admission eligibility as well as degree completion. The PTK scholarship pays the tuition for three 4-credit undergraduate-level courses. Of the three courses, one must be EXPO E-25 *Academic Writing and Critical Reading*, which is a limited-enrollment course and requires either a passing score on the free online placement test, the Test of Critical Reading and Writing Skills ([CRWS](#)), or a grade of B or higher in EXPO E-15 *Fundamentals of Academic Writing*. You must take CRWS in advance of the PTK application deadline. CRWS results will tell you if you need to register in EXPO E-15 prior to EXPO E-25; if you do not, you may choose electives from more than 800 undergraduate course offerings.

Once admitted to the undergraduate program, you can apply for a range of financial aid, including the Extension School Grant and federal financial aid, such as Pell Grants and Stafford Loans. **PTK scholars typically receive ongoing grant support from Harvard Extension School that covers up to half their tuition expenses each semester**, provided they apply for financial aid by the priority deadline and demonstrate financial need.

### Eligibility

You are eligible for the scholarship if you are a PTK member and have earned your Associate in Arts (AA) degree with a 3.50 or higher cumulative GPA. You must have earned your high school degree or equivalent credential at least five years prior to your first enrollment at Harvard Extension School. Awards are based on financial need, an interview (by phone or web conference), results of the Test of Critical Reading and Writing Skills, your scholarship application essay, and past academic performance. Additionally, all applicants are expected to abide by our [Student Conduct](#) policies.

### Application Process

There are two components to the scholarship application. Incomplete applications will not be considered.

- 1) Submit to the Admissions Office the form on page three, a 500-word essay (details below), academic transcripts from all colleges and/or universities attended, and documentation of your PTK membership.
- 2) To the HES Student Financial Services Office, submit a completed Harvard Extension School Enrollment Plan for Financial Aid form and a Free Application for Federal Student Aid (FAFSA) for the upcoming academic year. See the next page for details.

The 500-word essay should explain why you want to pursue your undergraduate degree at the Harvard Extension School. Consider the following questions when writing your essay:

- 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?
- If you live outside the Boston area, you need to include a specific plan to fulfill the on-campus requirement.

Review the checklist on the next page to be sure you have provided all necessary documents and contact an undergraduate admissions advisor in the Admissions Office at (617) 998-8111 or [admissions@extension.harvard.edu](mailto:admissions@extension.harvard.edu) if you have any questions about the application process.

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

**Applicants must complete the following items online by May 15 for the fall term or September 15 for the spring term:**

- Enrollment Plan for Financial Aid, available [through your Online Services account](#) on the Harvard Extension School website
- Free Application for Federal Student Aid (FAFSA) from the US Department of Education for the upcoming academic year (see below)
- Complete the Test of Critical Reading and Writing Skills online [through your Online Services account](#) on the Harvard Extension School website

**Applicants must complete and submit the following items by email to [admissions@extension.harvard.edu](mailto:admissions@extension.harvard.edu) by June 15 for the fall term or October 1 for the spring term:**

- The Phi Theta Kappa Scholarship application, completed and signed
- A 500-word essay indicating why you wish to earn an ALB at the Harvard Extension School
- Official academic transcripts from all colleges/universities you have attended. *Electronic transcripts are preferred and must be sent directly from the school(s) to the HES Admissions Office; paper transcripts must remain sealed in the envelopes in which they were initially issued by the school(s).*
- Documentation of your PTK membership

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

## FAFSA

Student Financial Services requires that students [submit their FAFSA for the upcoming academic year to the US Department of Education](#) at least two weeks prior to the scholarship deadline (May 15 for the fall term or September 15 for the spring term) to allow time for processing. Students may authorize the release of this form to Harvard Extension School by using the Federal School Code E00209.

Applicants are encouraged to use the IRS Data Retrieval Tool in the online FAFSA to retrieve the required federal tax information. In order to use this feature, students will need to have filed their federal tax return electronically at least two weeks prior to completing the FAFSA. If applicants do not, or are unable to, use the IRS Data Retrieval Tool, supplementary documentation will likely be required to complete the scholarship application.

## Award Process

After your complete application has been received and initially reviewed, the Admissions Office will contact you to schedule a phone interview. You are notified by mail of the PTK Scholarship Committee's decision by July 15 for the fall term or November 1 for the spring term. When awarded the scholarship, you may take one, two, or three courses during the first semester. (*Note: EXPO E-15 may not be taken in the same term as or after EXPO E-25.*) You must maintain a cumulative GPA of 3.0 or higher to continue receiving scholarship funds and abide by our Student Conduct policies in all interactions with members of the Harvard community, both in and out of the classroom. Finally, you are required to complete the FAFSA and Extension School financial aid applications each year in order to remain eligible for the award.



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Admissions Office · 51 Brattle Street · Cambridge, Massachusetts 02138-3722 · (617) 998-8111 · admissions@extension.harvard.edu

### Phi Theta Kappa Scholarship Application

**Due June 15 for the fall term or October 1 for the spring**

Legal Name		
Last/Family/Surname(s)	First/Given name(s)	Middle name(s)

Date of Birth example: J A N 0 1 1 9 8 4									
Month (mmm)			Day (dd)		Year (yyyy)				

Current Mailing 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:**

*Students who fail to list previous college work will be disqualified from scholarship selection and funds will be revoked.*

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Associate in Arts awarding institution: \_\_\_\_\_

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

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

Yes, I have completed the Harvard Extension School Test of Critical Reading and Writing Skills (CRWS).

**Indicate the terms in which you intend to enroll in the three courses funded by the scholarship.**

*This is not a registration form. If you are awarded a scholarship, you must register online, ideally in the morning on the first day of registration.*

Course Number	Course Title	Term
EXPO E-15	Fundamentals of Academic Writing <i>(required prior to EXPO E-25 only if you did not pass the CRWS test)</i>	
EXPO E-25	Academic Writing and Critical Reading	

**Indicate your elective choice if you are not required to take EXPO E-15 because of your CRWS result.**

Course Number	Course Title	Term

*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.