

Business Management System Policy		Document No: JJ-EB-PL-6014-JJ	Page: 1 of 4
Dr. Joseph J. Jacobs Global Scholarship Program		Effective Date: 01-Jan-19	Rev. No: 0
Issuing Process: Human Resources	Process Owner: Senior Vice President of Human Resources	Date Last Reviewed: 11-Sep-18	

1.0 PURPOSE:

To provide the Company Policy regarding the Dr. Joseph J. Jacobs Global Scholarship Program ("Program") sponsored by the Jacobs Engineering Foundation ("Foundation").

2.0 SCOPE OF APPLICATION:

2.1 Processes:

2.1.1 Processes: Human Resources and Legal.

2.1.2 Sub-processes: None.

2.2 Individuals/Organizations:

2.2.1 Internal: Employees of Jacobs Engineering Group Inc. and all of its Lines of Business (LOB), subsidiaries, operations, and departments

2.2.2 External: None.

2.3 Exclusions: None.

3.0 REFERENCES:

3.1 [JJ-EB-PL-6014-JJ-G-01, Dr. Joseph J. Jacobs Global Scholarship Program Answers to Frequently Asked Questions.](#)

3.2 [JJ-QL-PR-0050-JJ, Deviations.](#)

4.0 DEFINITIONS:

4.1 Jacobs: The Jacobs Engineering Group Inc. group family of companies (collectively, "Jacobs" or "the Company").

4.2 Policy (capitalized): Used within a given Jacobs policy document (e.g., "this Policy") refers to that specific policy document.

5.0 INTRODUCTION:

5.1 This Program does not determine the scholarship amount based on financial need.

6.0 POLICY:

6.1 Any requests for exceptions or deviations to this Policy must be submitted to the process owner as per [JJ-QL-PR-0050-JJ, Deviations.](#)

6.2 This Policy does not form part of any employee's contract of employment. It may be amended at any time by the Company at its absolute discretion.

6.3 Eligibility.

To be eligible for a scholarship award, an Applicant must meet the following criteria:

- 6.3.1 Be a Dependent of an employee when the scholarship is initially awarded.
- 6.3.2 Be (i) a graduating student of a high school, secondary school, or similar institution; (ii) a graduate of a high school, secondary school, or similar institution; or (iii) a postsecondary undergraduate currently enrolled or planning to enroll in a full-time course of study for the upcoming academic year at a four-year Accredited College or University or the international equivalent located in any country.
- 6.3.3 Apply to (and ultimately be accepted by) or be enrolled in a four-year Accredited College or University or the international equivalent (note: if the recipient is not enrolled full-time when the school year begins, the recipient will forfeit the award and may reapply the following year).
- 6.3.4 Major in any of the Science, Technology, Engineering, and Math fields of study.
- 6.3.5 To continue eligibility for the scholarship award after the initial award, a student must maintain a satisfactory academic record of at least a 2.5 grade point average on a 4.0 scale (or the local equivalent) in a full-time curriculum in one of the enumerate fields of study. There is no guarantee of renewal of an award, and all awards are contingent upon continuation of the Program by the Foundation.
- 6.3.6 In no case may a Dependent of a Foundation director or officer or a member of the Scholarship Administrative Committee be eligible to receive or renew a scholarship award.

6.4 Awards.

- 6.4.1 Number of Awards: Up to 20 new scholarships per year may be awarded (provided there are sufficient qualified Applicants), allocated regionally by the Foundation to ensure inclusivity of the recipients. In no event shall the total number of awards each year exceed the greater of the following:
 - a. 25% of the number of employees' Dependents who (i) were eligible for a scholarship award, (ii) submitted an application, and (iii) were considered by the External Administrator in selecting the recipients of scholarship awards in that year; or
 - b. 10% of the total number of employees' Dependents who are eligible for a scholarship award in that year, as determined by the Scholarship Administrative Committee, regardless of whether they applied for an award.
- 6.4.2 Amount of Awards: Awards will range up to a maximum of \$3,000 (USD) (or the local economic equivalent) and will be paid in the local currency. The amount of each award is determined by the External Administrator, taking into consideration the costs (tuition, room and board, fees, books, and supplies) to attend the specific Accredited College or University. Scholarship awards may be renewed for up to three years or until an undergraduate degree is awarded, whichever comes first. All awards are for undergraduate study only.

Financial need is not considered in determining an award. Under this Program, the External Administrator determines the amount of each scholarship by taking into consideration the total cost (tuition, room and board, fees, books, and supplies) to attend the specific Accredited College or University. The amount of the award is reduced to the extent that the Applicant receives other scholarships, grants or educational awards that fund his/her tuition, room and board, fees, books, and supplies so that this scholarship does not exceed the actual total cost to attend the specific Accredited College or University. Recipients may only receive a maximum of \$3,000 (USD) from any Jacobs or Foundation-sponsored scholarship program in any year.

6.5 Payment of Awards.

6.5.1 In the United States, (U.S.), the External Administrator will pay the award in single lump sum amount on August 1 (or as soon as administratively practicable thereafter), with checks made payable to the Accredited College or University but mailed to the recipient's permanent home address. Recipients outside the U.S. may request payment of the full award to their bank account via a wire transfer. Notification letters informing recipients of their status will include a form requesting the recipient's bank information. Extenuating circumstances affecting an award payment must be communicated in writing to the External Administrator. Each recipient is responsible for any taxes that may be imposed on the scholarship award.

6.5.2 To verify that awards are used for their intended purpose and that award recipients continue to meet the eligibility requirements, the Foundation shall require recipients to provide an official transcript (or the international equivalent) from the educational institution for each semester, quarter, or other applicable term of study. Upon completion of their courses of study, recipients shall be required to provide a final graduation transcript (or the international equivalent). If no report is filed by the recipient, or if reports indicate that award funds are not being used in furtherance of the scholarship purpose, the Foundation (or its designee) shall investigate the award. While conducting this investigation, the Foundation will withhold further payments from the recipient and may take reasonable steps to recover award funds until it has determined that the funds are being used for their intended purpose.

6.6 Application Steps.

6.6.1 The Applicant will need to complete a Jacobs Global Scholarship E-Application Form online at <https://learnmore.scholarsapply.org/jacobs/>. The Applicant must gather the following information for the application process:

- a. The employee number and work location information for the Jacobs parent(s), grandparent(s), or guardian(s) who is (are) a Jacobs Employee.
- b. Home residence information for the Applicant and parent(s), grandparent(s), or guardian(s) who is (are) a Jacobs Employee.
- c. Email addresses and phone numbers for the Applicant and the parent(s), grandparent(s), or guardian(s) who is (are) a Jacobs Employee.
- d. The Applicant's work experience, leadership positions, and school and community activities.
- e. The Applicant's transcript of high school, secondary school, or college/university grades.
- f. A copy of the Applicant's college entrance test results (if applicable).
- g. A personal narrative concerning the intended field of studies.
- h. Grade reports are not accepted. Transcripts (or the international equivalents) must display the Applicant's name, school name, grades, and credit hours for each course and term in which each course was taken.

6.6.2 See [JJ-EB-PL-6014-JJ-G-01, Dr. Joseph J. Jacobs Global Scholarship Program Answers to Frequently Asked Questions](#), for further information.

6.7 Selection of Awards.

6.7.1 The Jacobs Global Scholarship Program is a competitive program; consequently, not all Applicants will be recipients. If an Applicant is not selected as a recipient, the Applicant may reapply each year so long as the Applicant continues to meet the eligibility requirements.

6.7.2 The External Administrator will select scholarship recipients based on information contained in applications and accompanying documentation and taking into

consideration an Applicant's academic records (converting academic records from different countries to a common grading scale for evaluation and comparison), leadership positions, school and community activities, work experience, career and educational aspirations, and a personal narrative. Recipients are selected by the External Administrator. In no instance will personnel of Jacobs or the Foundation participate in the selection process except to verify eligibility and to ensure inclusivity, with the restriction that personnel of Jacobs or Foundation may not add to any scholarship recipients selected by the External Administrator but may remove a recipient recommended by the External Administrator.

6.8 No Obligations.

Except as described in this Policy, no obligation of any kind will be imposed on recipients. The Foundation reserves the right to periodically review and modify the general conditions and procedures under which awards are made or to suspend or terminate the Program in whole or in part at any time.

6.9 Application Submittal.

6.9.1 The employee and Applicant are strongly encouraged to review all applications before submitting them to the External Administrator. It is also recommended that the Applicant print a copy of the application for his/her records. The application must be submitted to the External Administrator in accordance with the annually published time schedule.

6.9.2 Please note that the Applicant is responsible for gathering and submitting all required information. Applications are evaluated on the information supplied, so each Applicant should answer all questions as completely as possible. Once an application is submitted, it may not be revised or supplemented. All applications are considered confidential and are reviewed only by the External Administrator. Late submissions and incomplete application packages will not be considered.

7.0 DESCRIPTION OF REVISIONS:

Rev #	Date	Reason for Changes
0	01-Jan-19	Initial release.