

DR. JOSEPH J. JACOBS GLOBAL SCHOLARSHIP PROGRAM ANSWERS TO FREQUENTLY ASKED QUESTIONS

OVERVIEW OF THE PROGRAM:

The Dr. Joseph J. Jacobs Global Scholarship Program (the “Program”) was created in 2009 and is sponsored by the Jacobs Engineering Foundation (the “Foundation”) as a tribute to Dr. Joseph J. Jacobs (the founder of Jacobs Engineering Group Inc.) for his commitment and goal to make higher education affordable for children who seek it.

The Program is available to dependent children of employees of Jacobs Engineering Group Inc. and all of its Lines of Business (LOB), subsidiaries, operations, and departments (hereinafter, “the Company”) but excluding employees subject to collective bargaining agreements unless specifically required by the collective bargaining agreement or legally required. It seeks to encourage recipients to further their education in any of the science and technology fields of study at any accredited college or university (or the international equivalent), to honor them for their achievements, and to assist them in financing that education.

The Program is independently administered by ®SCHOLARSHIP AMERICA, a national nonprofit educational support and student aid service organization located in the United States. Awards are made on the basis of academic merit and the potential to succeed without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, religion, disability, veteran status, or other characteristics protected by law.

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Frequently asked questions:

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File Name:

Effective Date: 01-Jan-19

1. WHO CAN APPLY?

Applicants must be a Dependent Child with at least one parent who is an employee of Jacobs. The employee must have completed at least one year of continuous service as of the application deadline date and be actively employed by Jacobs on the date the scholarship is initially awarded (i.e., the date posted on the applicant's official notification letter from ®SCHOLARSHIP AMERICA).

The Applicant must be (i) a graduating student from a high school, secondary school or a 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 as a full-time student at an accredited college or university or the international equivalent located in any country. In addition, the Applicant must apply to (and ultimately be accepted by) or be enrolled in an accredited college or university or the international equivalent.

Lastly, the Applicant must major in any of the Science, Technology, Engineering and Mathematics fields of study.

Note: *Dependent Children of a Foundation director or officer or a member of the Foundation's Scholarship Administrative Committee are not eligible to participate in this program.*

2. WHO IS A DEPENDENT CHILD?

A Dependent Child is a person who is under 25 years of age, not regularly employed on a full-time basis and primarily dependent upon a parent employed by Jacobs for support and maintenance (i.e., with the employee providing at least 50% of the Dependent Child's overall support and maintenance). Dependent Children include any of the following: a natural child or grandchild, stepchild or step-grandchild, child or grandchild of a domestic partner, legally adopted child or grandchild, child or grandchild acquired by adoption or a child or grandchild for whom legal guardianship has been awarded to an employee of Jacobs or the spouse/domestic partner of an employee of Jacobs. A Dependent Child does not include anyone who is also a Jacobs' employee unless that employee is not benefits eligible.

3. WHO IS A FULL-TIME STUDENT?

A Dependent Child is a full-time student in the United States if he/she is enrolled in a four-year accredited college or university or the international equivalent taking at least 12 credit hours per term and pursuing an undergraduate degree. Outside of the United States, ®SCHOLARSHIP AMERICA will rely on the college or university's definition of a full-time student. Any student must be enrolled in a four-year accredited college or university or the international equivalent for the entire academic school year.

If an Applicant plans to enroll as a part-time student or is unable to complete the academic school year as a full-time student, then the Applicant must submit an explanation of his/her circumstances with his/her application to Scholarship America. Any such situation will be assessed on a case-by-case basis.

4. WHAT COLLEGE OR UNIVERSITY CAN I ATTEND?

An applicant may apply to and attend any four-year accredited college or university or the international equivalent. By accredited, we mean any educational institution that is recognized by the applicable accreditation organization or government.

Accreditation ensures a basic level of quality in the education received from an institution. It also ensures the degree(s) will be recognized for the true achievements they are. It is the job of an accreditation organization to review colleges, universities, and other institutions of higher education to guarantee quality and improvement efforts. In the United States, accreditation organizations are private and not affiliated with the government, though the government uses accreditation organizations to maintain the standards of the nation's colleges and universities. Accreditation organizations exist to review colleges, universities, and other institutions of higher education for standards of quality and improvement efforts. In most countries other than the United States, the government is responsible for accreditation.

If an Applicant is not sure what college or university he/she will attend, the Applicant should indicate his/her first school choice on the application. The Applicant may change the college or university at a later date. ©SCHOLARSHIP AMERICA will verify that the final college or university meets the requirements of this program. If the school fails to meet the Program requirements, the Applicant must forfeit the award and may reapply the following year, if eligible.

5. WHAT MAJORS ARE INCLUDED IN THE FIELDS OF SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS?

The fields of science, technology, engineering and mathematics generally encompass any major in an undergraduate science degree program. The field of study must be identified in a science, technology, engineering or mathematics department of the college or university. Major fields of study include: mathematics, natural sciences, physical sciences, biological agricultural sciences, engineering/engineering technologies, computer/information sciences, medicine, medical and health sciences. For more assistance, please contact Scholarship America.

6. HOW AND WHEN DO I APPLY?

To submit an application, please follow these steps:

1. Read this entire document and the related Jacobs Global Policy [JJ-EB-PL-6014-JJ, Dr. Joseph J. Jacobs Global Scholarship Program](#), to be sure that the Applicant is eligible to apply and has all of the information necessary to submit a completed application.
2. Go to Complete the application online and upload any required documents. The Applicant and employee (parent or grandparent) must electronically sign and date the application.

7. DO I HAVE TO COMPLETE THE APPLICATION IN ENGLISH?

Yes. We are not currently able to provide or accept applications in other languages.

8. WHAT DO I NEED TO SUBMIT WITH MY APPLICATION?

A complete transcript of grades must be sent with the application. Grade reports are not acceptable.

- **Non-US Applicants Only:** Provide clear photocopies of the following educational documents from the past four years:
 1. Transcript of grades (academic record) – Transcripts must display student name, grade and credit hours earned for each course and the term in which each course was taken.
 2. Secondary school credential/diploma/certificate if earned.
 3. Results of examinations.
 4. Academic records from different countries will be converted to a common grading scale for evaluation and comparison.

English translations must be provided for all non-English documents.

- **US Applicants Only:**

1. Students currently or previously enrolled in college or vocational-technical school for at least one full quarter or semester must include all college or vocational-technical transcripts of grades from each school attended. On-line transcripts must display the student name, school name, grade and credit hours earned for each course and the term in which each course was taken. (Completion of high school information below is not necessary)
2. High school seniors and students who have completed less than one full quarter or semester of postsecondary education must include a high school transcript or grades and have the academic section of the application completed by the appropriate school official. (A clear explanation of the school's grading scale must also be submitted)

9. WHERE DO I SEND MY APPLICATION?

The application and academic documents must be submitted online.

Carefully review the application before submission and print a copy of the application for your records. Applications are evaluated on the information supplied, so please 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 ®SCHOLARSHIP AMERICA. Late submissions and incomplete application packages will not be considered.

10. HOW MUCH IS THE SCHOLARSHIP?

Scholarship awards will range up to an annual maximum of \$3,000 (USD) (or the local economic equivalent) and will be paid in the local currency. Financial need is not considered in determining an award. The amount of each award is determined by ®SCHOLARSHIP AMERICA, 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 their tuition, room and board, fees, books and/or supplies so that this scholarship does not exceed the actual total cost to attend the specific accredited college or university. Applicants may only receive a maximum of \$3,000 (USD) from any Jacobs or Foundation-sponsored scholarship program in any year.

11. HOW MANY SCHOLARSHIPS MAY BE AWARDED EACH YEAR?

Up to 20 new scholarships per year may be awarded and are allocated geographically to ensure inclusivity (diversity) of the recipients.

12. ARE THE SCHOLARSHIPS RENEWABLE?

Yes. Scholarship awards may be renewed for up to three (additional) years or until an undergraduate degree is awarded, whichever comes first. To renew scholarship awards, students must submit a copy of their transcript for the academic year just completed. Continuance of the scholarship award depends upon maintaining 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 enumerated fields of study and continuation of the Program by the Foundation. Renewal forms will be mailed in December of each year. If the recipient meets the requirements outlined in this section, the scholarship award will be renewed regardless of the employment status of the parent(s).

13. HOW ARE RECIPIENTS SELECTED?

Selections for scholarship recipients are based on information contained in the applications and accompanying documentation. Each Applicant's academic records, leadership positions, school and

community activities, work experience, and a personal narrative describing career and educational aspirations and goals are considered.

In no instance does Jacobs or the Foundation participate in the selection process except to verify eligibility. Neither Jacobs nor the Foundation may add any scholarship recipients to those selected; however, they may remove a recommended recipient at the time of employment verification (an employee must have been employed for one year continuously in order for the dependent to be eligible for a scholarship. Proposed recipients may be removed and replaced if the employee has not been continuously employed for that length of time). All Applicants will be notified of outcome in writing by ®SCHOLARSHIP AMERICA in July.

14. ARE ALL APPLICANTS GUARANTEED A SCHOLARSHIP?

The Global Scholarship Program is a competitive program; not all Applicants will be recipients.

15. HOW ARE AWARDS PAID?

In the United States, ®SCHOLARSHIP AMERICA will pay the award in a single lump sum in August (or as soon as administratively practicable), with checks made payable to the accredited college or university but mailed to the recipient's permanent home address.

Recipients outside the United States 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 ®SCHOLARSHIP AMERICA.

Each recipient is responsible for any taxes that may be imposed on the scholarship award.

16. WHAT CAN I USE THE SCHOLARSHIP FOR?

The scholarship can be used to pay for tuition, room and board, fees, books, and supplies for undergraduate level studies at the specific college or university. Applicants who receive other scholarships, grants or educational awards that fund their tuition, room and board fees, books, and supplies, can still use this scholarship to the extent you have qualifying expenses remaining.

17. CAN I USE THE SCHOLARSHIP FOR GRADUATE LEVEL STUDIES?

No. All awards are for undergraduate study only.

18. IF I DON'T RECEIVE A SCHOLARSHIP THIS TIME, MAY I APPLY AGAIN NEXT YEAR?

Yes. Applicants may continue to apply for a scholarship as long as they continue to meet the eligibility requirements.

19. WHAT ONGOING OBLIGATIONS DO EMPLOYEES AND/OR RECIPIENTS HAVE?

Scholarship recipients and their parents or grandparents have no obligation of any kind to Jacobs or the Foundation except as described in the Program guidelines (see Question 12), such as the following:

- Maintain full-time student status.
- Attend a four-year "accredited" college or university or the international equivalent.
- Continue to pursue an undergraduate degree in a Science, Technology, Engineering or Mathematics field of study.
- Send a complete transcript and proof of enrollment when requested.
- Maintain the minimum academic requirements for scholarship renewals.

®SCHOLARSHIP AMERICA should be notified of any exceptions to the above and any changes in contact information (addresses, phone numbers, email addresses), or other relevant information. Scholarship awards will be renewed regardless of the employment status of the parent(s) or grandparent(s).

20. WHAT IF I HAVE MORE QUESTIONS?

If you have any questions, please contact a Jacobs Human Resources representative in your local area or send an email to ®SCHOLARSHIP AMERICA at jacobs@scholarshipamerica.org. ®SCHOLARSHIP AMERICA will respond to all emails (which must be sent in English) within one business day. Please include your phone number and the best time to receive a phone call (between 8:00 AM and 4:00 PM CST or -6 GMT) on all inquiries. The ®SCHOLARSHIP AMERICA fax number for questions is: (1) 507-931-9278. Refer to the Jacobs Global Scholarship Program when sending a fax to ®SCHOLARSHIP AMERICA.

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.

This document is a general explanation of the Program and does not modify or supersede the provisions of the Jacobs Global Policy Statement ([JJ-EB-PL-6014-JJ, Dr. Joseph J. Jacobs Global Scholarship Program](#)) concerning the Dr. Joseph J. Jacobs Global Scholarship Program. In the event of any conflict between this document and JJ-EB-PL-6014-JJ, the provisions of JJ-EB-PL-6014-JJ will govern. Please refer to JJ-EB-PL-6014-JJ (which can be found on JacobsConnect under Business Support – Business Practices – Company Policies) for more information on the Program.