



For Dependent Children of Levi Strauss & Co. Employees

## Frequently Asked Questions

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### The Program

In 2008, the Red Tab Foundation established a scholarship program to assist Levi Strauss & Co. (LS&Co.) employees' children who plan to continue their education at any college, university or vocational school. Renewable scholarships are offered each year for full-time study at any accredited institution of the student's choice.

This scholarship program is administered by Scholarship Management Services<sup>®</sup>, a division of Scholarship America<sup>®</sup>. Scholarship Management Services is the largest designer and manager of scholarship and tuition reimbursement programs for corporations, foundations, associations and individuals. Awards are granted without regard to race, color, creed, religion, sexual orientation, gender, disability or national origin.

### 1. Who can apply?

Applicants must be dependent children, ages 16 to 25, of full-time or part-time Levi Strauss & Co. employees who have a minimum of one year of employment with LS&Co. as of the application deadline date: April 26, 2012. Other qualifying applicants, including dependents of LS&Co. retirees, are listed below under Question 4.

Students living in the United States must be high school seniors or graduates who plan to enroll or who are already enrolled in a full-time undergraduate course of study at any accredited two-year or four-year college, university, or vocational-technical school.

Students living outside the United States must be in their final year of upper-secondary school or be upper-secondary school graduates who plan to enroll or who are already enrolled in any full-time university level studies.

Dependent children of Red Tab Foundation board members and LS&Co. employees in executive pay bands are **ineligible to participate** in this program.

### 2. What is considered full-time enrollment?

Full-time enrollment in the United States is typically 12 credit hours per term. For students outside the United States, Scholarship Management Services will consider full-time at the discretion of the university. Students must enroll for the entire 2012-2013 academic year.

### 3. What if I want to enroll as a part-time student?

This program is intended to assist students who are enrolled full-time. If you enroll part-time (less than 12 credits in the United States), you must include an explanation of your circumstances with your application. Your situation will be considered on a case-by-case basis.

### 4. What does "dependent child" mean?

Dependent children age 16 to 25 are defined as natural and legally-adopted children or stepchildren living in the employee's household or primarily supported by the employee. This also includes the following:

- grandchildren if the employee can demonstrate financial responsibility for the applicant
- dependents of deceased employees who died while employed by LS&Co.
- dependents of LS&Co. employees who are receiving permanent disability benefits
- dependents of LS&Co. retirees

**5. I turn age 16 after April 26, can I still apply?**

No. You must be at least 16 years of age by April 26, 2012.

**6. If I have a brother or sister who is also eligible, can we both apply?**

Yes. All dependent children in the family who meet the eligibility requirements may apply.

**7. If it is my grandparent who is employed by LS&Co., am I eligible?**

Yes, but only if your grandparent has financial responsibility for you.

**8. My parent has retired from LS&Co. Am I still eligible?**

Yes.

**9. My parent who worked for LS&Co. has passed away. Am I eligible?**

Yes, as long as your parent was employed with LS&Co. at the time of his/her death.

**10. My parent who worked for LS&Co. is now disabled. Am I eligible?**

Yes, as long as your parent is receiving permanent disability benefits from LS&Co.

**11. How do I apply?**

Follow these steps:

1. Read this entire document to be sure you are eligible to apply and have all of the information necessary to submit a complete application.
2. Go to [www.sms.scholarshipamerica.org/redtab](http://www.sms.scholarshipamerica.org/redtab), and select the application in your language preference.
3. Print and complete the entire application. Be sure to sign and date it.
4. Mail the completed application along with academic documents/transcript of grades to Scholarship Management Services by our postmark deadline **April 26, 2012**.

**12. When can I apply?**

Application materials will be available in March, 2012 at [www.sms.scholarshipamerica.org/redtab](http://www.sms.scholarshipamerica.org/redtab). You must submit your application by the postmark deadline: April 26, 2012.

**13. Do I have to complete the application in English?**

No. The application is available and may be completed in English, Spanish, French, Japanese, Polish, Hungarian, Turkish, Traditional Chinese, Simple Chinese or Vietnamese.

**14. I don't know what school I want to attend. What do I do?**

Indicate your first school choice on the application. If you are a student outside of the United States, provide the government subsidy and school cost information for the school that is your first choice.

**15. What do I need to mail with my application?**

Students from the United States must mail a current, complete transcript of grades. Grade reports are not acceptable. Online transcripts must display student name, school name, grade and credit hours earned for each course, and term in which each course was taken.

Students outside the United States must send photocopies of the following educational documents:

1. If you are currently or previously enrolled in an institution of higher education (university), you must send the following documents:
  - ✓ Academic record (transcript of grades) for all higher education course work completed
  - ✓ Secondary school credential/diploma/certificate.
2. If you are an upper-secondary school student or a student who has completed less than one year of higher education (university), you must send the following documents:
  - ✓ Academic record (transcript of grades) for all secondary education course work completed during the past three years
  - ✓ Results of academic examinations.

**16. Where do I mail my application?**

Mail your application and academic documents by April 26 to:

**Red Tab Scholars**  
Scholarship Management Services  
One Scholarship Way  
Saint Peter, MN 56082 USA

**17. What is the value of the scholarship?**

Up to \$1,500 in U.S. currency. The amount cannot exceed your total educational costs (tuition, fees, books, supplies) for the school you plan to attend.

**18. How many scholarships are awarded each year?**

Up to 50 scholarships will be awarded in 2012, provided there are qualified applicants.

**19. Are the scholarships renewable?**

Yes. Scholarships may be renewed for up to three additional years or until a bachelor's degree is earned, whichever occurs first. **Renewal is contingent upon satisfactory academic performance in a full-time course of study, and continuation of the program by Red Tab Foundation.** Parents' continued employment at LS&CO. is *not* a requirement for renewal.

**20. How are recipients selected?**

Financial need is the primary factor in selecting recipients. The applicant's academic performance will also be considered.

**21. Are any other factors considered?**

An attempt will be made to allocate scholarships to qualifying students in all countries participating in the application process.

**22. If I apply and meet eligibility requirements, will I automatically be a recipient?**

No. The Red Tab Scholars program is a competitive program. Not all eligible applications will be selected for an award.

**23. Who decides if I will receive a scholarship?**

Selection of recipients is made by Scholarship Management Services. In no instance does any officer or employee of Red Tab Foundation or Levi Strauss & Co. play a part in the selection. All applicants agree to accept the decision as final.

**24. What does "Financial Need" mean?**

Financial need is the difference between what it costs to attend a postsecondary school and the amount a family can reasonably be expected to contribute toward that cost. For students outside the United States, Scholarship Management Services will consider family income and number of children as well as personal savings, financial aid provided by the school, other scholarships and loans and government subsidies.

For students within the United States, the formula used to determine the family contribution is very similar to that used by college financial aid officers. It takes into account a number of factors including parents' income, taxes paid, family size, parents' liquid assets and the number of family members attending postsecondary school. In addition, other granted scholarships and grants are reviewed.

Since financial need is the primary factor in selection, those students with good academic credentials and the greatest need will be selected as Red Tab Scholars.

**25. When will I find out if I am a recipient of a Red Tab Scholars scholarship?**

You will be notified by mail in mid July. All applicants will receive written notification.

**26. If I am a recipient, how and when will I receive my scholarship?**

Scholarship Management Services processes payments on behalf of Red Tab Foundation.

In the U.S., students will be paid in one installment in late August. Checks are made payable to the school and mailed to the student's permanent home address.

Individuals studying on an alternate school calendar can make special arrangements with Scholarship Management Services.

Students outside the U.S. may request payment to their bank account via wire transfer.

**27. What can I use the Red Tab scholarship for?**

The scholarship can be used for tuition, fees, books and supplies.

**28. If my tuition is covered by another source of student aid, can I still receive this scholarship for other educational expenses?**

Yes. Red Tab Scholars aid can be used for other qualifying expenses such as fees, books, and supplies.

**29. Can I use the scholarship for graduate level studies?**

No. This scholarship may only be used for undergraduate study.

**30. If I don't receive a scholarship this time, may I apply again?**

Yes. If your parent is employed by LS&Co., you will be encouraged to apply again. The applicant group changes from year to year, so you should apply every year you are eligible.

**31. Is this program the same as the Levi Strauss Foundation scholarship program that was discontinued in 2005?**

It is very similar, however students with financial need will receive top consideration and a greater percentage of applicants will receive scholarships.

**32. Does participation in other Red Tab Foundation programs or services impact eligibility?**

No, receipt of short-term financial aid does not impact eligibility, nor will a family's participation in other RTF programs like children's schoolbooks or *College Match*, a pilot program in Canton, Mississippi.

**33. Is there anything more I need to do to qualify for a scholarship or to retain eligibility for renewals?**

Students who receive scholarships have no obligation to Red Tab Foundation or to Levi Strauss & Co. They are, however, required to notify Scholarship Management Services of any changes in address, school enrollment, or other relevant information and to send a complete transcript and proof of enrollment when requested.

**34. If I have any questions, what do I do?**

1. Contact the LS&Co. human resources representatives at your parent's work location. They will be well informed about the program and able to assist you with your questions.
2. You or your human resources representative may send an email in English to Scholarship Management Services. Within one business day, a response will be sent back.
3. You may email Scholarship Management Services in your native language. This will require translation and additional time to respond.

Include your phone number and the best time to receive a phone call between 8:00 a.m. and 4:30 p.m. CST ( -6 GMT) with all inquires to Scholarship Management Services.

**35. Where is Scholarship Management Services located?**

Scholarship Management Services is located in Minnesota, United States of America.

**36. What is the best way to contact someone at Scholarship Management Services?**

By email to [redtab@scholarshipamerica.org](mailto:redtab@scholarshipamerica.org).

Include your phone number and the best time to receive a phone call between 8:00 a.m. and 4:30 p.m. CST ( -6 GMT) with all inquires to Scholarship Management Services.