



Chevron International REACH Scholarship Program

REACH Recognizing Excellence and ACHievement
A scholarship program for the children of Chevron employees and retirees

THE PROGRAM

The following guidelines describe the Chevron International REACH (Recognizing Excellence and ACHievement) Scholarship Program which is sponsored by Chevron for the sons and daughters of its employees and retirees. The program was established to recognize and assist outstanding children who plan to pursue post-secondary education. Renewable scholarships are offered each year for full-time undergraduate study at colleges, universities, and vocational-technical schools.

The scholarships for children of non-U.S.-payroll employees are managed by the Institute of International Education. Founded in 1919, the Institute of International Education is among the world's largest and most experienced nonprofit international educational and cultural exchange, training and technical assistance organizations.

The scholarships for children of U.S.-payroll employees are administered by Scholarship Management Services[®], a division of Scholarship America[®]. Scholarship America is a national nonprofit educational support and student aid service organization that seeks to involve and assist the private sector in expanding educational opportunities and encouraging educational achievement. Awards are granted without regard to race, color, creed, religion, age, gender, disability or national origin.

ELIGIBILITY

Applicants to the Chevron International REACH Scholarship Program must be -

- Children (natural, legally adopted, or stepchildren on Chevron's benefits plans) of active employees of Chevron and its wholly owned subsidiaries as of the application due date. This includes children of retired employees, and domestic partners' children who live with the employee (who must meet and continue to meet all of the criteria detailed in Chevron's "Affidavit of Domestic Partnership" and be internally registered with Chevron by having filed an Affidavit of Domestic Partnership that has been accepted by Chevron). To be eligible for the REACH program, children of U.S.-payroll retirees must have either a minimum of 75 points as calculated by Human Resources, or 20 years of service prior to retirement. Additionally, the retiree must not be employed at a competitor energy company;

AND

- Students currently enrolled in the final year of high school/secondary school who are planning to attend an approved college, university or vocational-technical school as a full-time student enrolled for the entire upcoming academic year. Children of non-U.S.-payroll employees currently enrolled in a first degree or certificate program at an approved college, university, or vocational-technical school may apply, however preference will be given to students who plan to begin post-secondary study. Students planning pre-university study are not eligible, however students planning to enroll at a community college in the U.S. are eligible. Students planning to enroll in a military academy are eligible to receive a one-time honorarium.

AWARDS

Scholarship awards will range from \$500 to \$2,500 per year. One-time, non-renewable \$1,500 honorariums will be granted to students who do not demonstrate relative financial need or whose parents choose not to supply the requested financial information. In addition, two of the top ranked applicants will be selected to receive a \$4,000 non-renewable Willard and Bernice Retelle Family Scholarship.

Awards, other than the non-renewable awards, may be renewed for up to three additional years or until a first degree or certificate is earned, whichever occurs first. Awards, other than the non-renewable awards, to attend a two-year college or vocational-technical school may be renewed once. Renewal is contingent upon satisfactory academic performance in a full-time course of study, continued parental employment and continuation of the program by Chevron. Awards are for undergraduate study only.

Scholarships are intended to assist students as they pursue undergraduate study and are NOT intended to cover all educational expenses. Recipients are responsible for the balance of funding, including tuition and fees, books and supplies, living expenses, and transportation.

APPLICATION

Applicants must complete the application and mail it along with a completed recommendation form and a current, complete transcript of grades for the last four years of schooling, so that it is received by the Institute of International Education or Scholarship Management Services no later than **January 15**. **Children of non-U.S.-payroll employees must submit applications to the Institute of International Education. Children of U.S.-payroll employees must submit applications to Scholarship Management Services.** Scholarship Management Services will not accept faxed or e-mailed applications.

Applicants are responsible for gathering and submitting all necessary information. Applications and other required documents may be submitted in English, French, Portuguese, or Spanish. For any other language, please provide a translation to one of these languages. Instructions for completing the Financial Data section of the application are included.

All applicants must provide an original, complete secondary school transcript of grades for the **last four years of all studies completed**. If a student is unable to obtain original documents, clear and legible photocopies may be accepted. An explanation of the school's grading scale must also be submitted. Non-U.S. applicants may also include diplomas and certificates for study programs completed, results of academic record tests and school leaving exams, and a school catalog or syllabus/brochure for the school of planned attendance and program of study.

Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible. Incomplete applications will not be evaluated. All information received is considered confidential and is reviewed only by the Institute of International Education or Scholarship Management Services.

SELECTION OF RECIPIENTS

Scholarship recipients are selected on the basis of academic record, demonstrated leadership and participation in school and community activities, honors, work experience, an essay, and an outside recommendation. Once scholarship recipients are selected, financial data is assessed to determine the amount of each award. Recipients who do not demonstrate relative financial need or whose parents choose not to supply the requested financial information will be eligible to receive a one-time \$1,500 honorarium. Willard and Bernice Retelle Family Scholarship recipients will be selected from the top-ranked applicants. Recognition of all scholarship recipients will be the same regardless of the award amount.

Selection of recipients is made by the Institute of International Education or Scholarship Management Services. In no instance does any officer or employee of Chevron play a part in the selection. All applicants agree to accept the decision of the program administrators as final.

Applicants will be notified by May whether or not they have been selected to receive an award. The Chevron International REACH Scholarship Program is a competitive program; not all applicants will be selected as recipients.

PAYMENT OF SCHOLARSHIPS

The Institute of International Education and Scholarship Management Services process scholarship payments on behalf of Chevron. Checks are paid in U.S. dollars and are mailed to each recipient's home address. Payments to children of non-U.S.-payroll employees are made in two installments on October 15 and January 31 with a check payable to the student. Payments to children of U.S.-payroll employees are made in one installment on July 31 with a check payable to the school. The award may be used to pay for tuition, fees, books, supplies, or other related educational expenses.

OBLIGATIONS

Recipients have no obligation to Chevron. They are, however, required to notify the Institute of International Education or Scholarship Management Services of any changes in address, school enrollment, or other relevant information and to supply complete transcripts when requested. Chevron reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time, including termination of the program.

APPLICATION CHECKLIST

The student is responsible for submitting all materials on time. Incomplete applications will not be evaluated. This application becomes complete and valid only when the Institute of International Education or Scholarship Management Services has received all of the following materials:

- Student Application
- Essay
- Applicant Recommendation Form
- Current Complete Transcript(s) of Grades (including grading scale), Academic Records, or Mark Sheets from the past four years

Due Date
January 15

Applications for interested children of Chevron employees are available at <http://hr.chevron.com/globalprograms/scholarships>. The application, essay, recommendation form, and complete transcript of grades for the last four years of schooling must be received by the due date of January 15. Scholarship Management Services will not accept faxed or e-mailed applications. Applications must be sent by postal service, courier or pouch mail to the appropriate address as listed below.

Application submissions and questions regarding the scholarship program should be addressed to:

Non-U.S.-Payroll Employees' Children

Chevron International REACH Scholarship Program
Institute of International Education
530 Bush Street, Suite 1000
San Francisco, CA 94108 USA

U.S.A. Telephone: +1 (415) 362-6520

U.S.A. Fax: +1 (415) 392-4667

Web site: www.iie.org

E-mail address: Chevron@iie.org

U.S.-Payroll Employees' Children

Chevron International REACH Scholarship Program
Scholarship Management Services
One Scholarship Way
Saint Peter, MN 56082 USA

Telephone: +1 (507) 931-1682

Web site: www.scholarshipamerica.org

E-mail address: chevron@scholarshipamerica.org

INSTITUTE OF
INTERNATIONAL
EDUCATION

**Scholarship
Management
Services®**
A Division of Scholarship America®

Chevron International REACH Scholarship Program APPLICATION

TYPE OR PRINT ALL INFORMATION (EXCEPT FOR SIGNATURES) IN ENGLISH, FRENCH, PORTUGUESE OR SPANISH. Completeness and neatness will ensure your application will be reviewed properly.

Application due January 15

LEAVE THIS SECTION BLANK

I.D. #	AA	PD	RIC/CS	GPA	SATRW	SATM	ACTRE	ACTM	TOTAL

APPLICANT DATA

Name: Family/Last _____ First _____ Middle _____

Mailing Address _____ Apartment _____

City _____ State/Province _____ ZIP/Postal Code _____ Country _____

Telephone Number _____ E-mail (required) _____

National Identification or Social Security Number _____ Gender: Female Male

Date of Birth: Day _____ Month _____ Year _____ Country of Citizenship _____

For U.S. students only: Please indicate your status. (For statistical purposes only)

- American Indian/Alaska Native Black/African American Multi-Racial White
- Asian Hispanic/Latino Native Hawaiian/Pacific Islander

PARENT OR GUARDIAN EMPLOYED BY CHEVRON

Retirees must provide employment information (operating company, department, etc.) from last Chevron position.

Name: Family/Last _____ First _____ Middle _____

Relationship to Applicant: Father Mother Stepfather Stepmother Other, explain _____

Employee Number _____ E-mail Address (required) _____

Work Telephone Number _____ Fax Number _____

Operating Company (check one): Upstream Downstream Global Gas Chemicals/Mining
 Technology Services Corp Departments Other Operating Company

Department _____ Job Title _____

Work Location _____ Mailing Address _____ City _____

State/Province _____ ZIP/Postal Code _____ Country _____

Country of Citizenship _____ Are you a U.S.-payroll employee? Yes No

Employee Status (check one): Active Supervisor's Name: _____
Supervisor's E-mail Address: _____

Retired Date Retired: Day _____ Month _____ Year _____

National Identification or Social Security Number (required): _____

2nd PARENT OR GUARDIAN EMPLOYED BY CHEVRON (if applicable)

Name: Family/Last _____ First _____ Middle _____

Relationship to Applicant: Father Mother Stepfather Stepmother Other, explain _____

Operating Company (check one): Upstream Downstream Global Gas Chemicals/Mining
 Technology Services Corp Departments Other Operating Company

Work City _____ State/Province _____ Country _____

Name of Applicant _____

SCHOOL DATA

Please list all educational institutions attended, including the one you are currently attending. Account for every year since age 14 and explain any gaps in study.

Age(s)	Name of Institution	Country	Dates of Attendance From	To	Name of Diploma or Certificate Awarded (in original language)	Year of Completion
14 -	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Name of post-secondary school you plan to attend _____

Address _____ City _____ State/Province _____ Country _____

College or University Vocational or Technical School Other, explain _____

Have you applied and been admitted to this post-secondary school? Yes No, explain _____

Year in post-secondary program next school year: First Other, explain _____

Date next academic year begins: Month _____ Year _____ and ends: Month _____ Year _____

Major or course of study you plan to pursue (for example, civil engineering, history, business) _____

Name of the certificate/degree you will earn at the post-secondary school you plan to attend (for example, Bachelor's, DEUG) _____

Length of Program: Months _____ Years _____

Anticipated date of completion of the post-secondary certificate/degree: Month _____ Year _____

Student will: live on campus live off campus commute from home

If school choice is a U.S. public institution, applicant will pay: in-state resident tuition out-of-state tuition

OTHER AWARDS

Have you applied for any other Chevron scholarship or award? Yes No If yes, list award name and notification date (month/year).

Award Name	Notification Date
_____	Month _____ Year _____

Please list the name and annual amount of any grants or scholarships you have been awarded for the coming school year only.

Name of Award:	School to which award will be applied:	Amount:	Check One:
_____	_____	\$ _____	<input type="checkbox"/> Granted <input type="checkbox"/> Pending
_____	_____	\$ _____	<input type="checkbox"/> Granted <input type="checkbox"/> Pending

Sending a resumé does not replace any part of this application. If space provided in any section is inadequate, you may continue on additional sheets. Attachments must follow the same format. Do not repeat information already reported on the application form. Your name, address and name of this scholarship program should be included on all attachments.

WORK EXPERIENCE

Describe your work experience during the past four years. Indicate dates of employment for each job and approximate number of hours worked each week.

Employer/Position	From - Mo/Yr	To - Mo/Yr	Hours per Week	Were you paid for your work?
_____	_____	_____	_____	YES / NO
_____	_____	_____	_____	YES / NO
_____	_____	_____	_____	YES / NO
_____	_____	_____	_____	YES / NO
_____	_____	_____	_____	YES / NO

ACTIVITIES, AWARDS AND HONORS

List all extracurricular activities (in and outside of school) in which you have participated during the past four years (for example, student government, music, sports, volunteer work, or scouts). Indicate all special awards, honors and offices held.

Activity	Dates of Participation	Special Awards, Honors	Offices Held
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Applicant _____

INSTRUCTIONS FOR COMPLETING THE FINANCIAL DATA SECTION

- The Financial Data section of the application should be completed by the employee. Information should be from a completed tax return or based on estimated information to be filed with the U.S. Internal Revenue Service (IRS) or tax authority in the country of payroll.
- State/Country of Residence** is the state/country where the parents reside and pay state/country income tax.
 - Adjusted Gross Income** is gross income reduced by specific adjustments allowed by law (found on IRS FORM 1040 for U.S.-payroll employees).
 - Total Federal Tax Paid** includes the total amount of **federal** income tax to be paid as reported on official tax reports (for example, IRS FORM 1040). This is **not** the amount withheld from employee's paychecks. (The amount withheld should be adjusted by any refund or additional taxes due.) **Do not** report state income tax.
 - Total Income** of parent(s) should be reported individually. Provide information for both natural parents, when possible. **If the student resides with only one parent**, financial information **must** be received from the Chevron employee **and** from the parent who claims the child as a dependent for tax purposes. If a parent has remarried, the spouse's information is required if the spouse is a legal guardian of the student, or claims the student as a dependent, or the student is included in the spouse's benefit plan. **If necessary, two Financial Data sections may be submitted by the student.** A copy of the Financial Data section may be made in order for one to be completed by each parent.
 - Untaxed Income and Benefits** include any other income or benefits not included in the adjusted gross income figure. Do not include untaxed contributions to retirement plans.
 - Medical and Dental Expenses** include only those expenses not paid by insurance. Do not include premium payments.
 - Total Cash, Checking, Savings, Cash Value of Stocks, etc.,** include liquid assets that can be used for educational expenses. **Do not include** retirement plan funds (for example, IRA, 401k).
 - Total number of family members** living in the household and primarily supported by the reported income may include: the applicant; the applicant's parents; other children living in the household; dependent college students living away from home; and other people who live in the household and receive more than half of their support from the reported income.
 - Marital Status** is the current status of the person from whom the financial information is submitted.
 - Of the total number of family members on line 8**, number of students attending college includes family members attending a two- or four-year college, university, or vocational-technical school at least half-time. Include the applicant in this number. Do not include parents.

NOTE: Any exceptions to providing financial information as instructed above must be submitted in writing.

FINANCIAL DATA

The Chevron employee must complete this portion of the application. This data will be used to determine the award amount should the applicant be selected as a recipient. Adjusted gross income and total federal income tax amounts should be from the parents' most recently filed tax return. **If this section is not completely filled out, the student will be considered for a one-time \$1,500 honorarium award only.**

Name of currency, for example, U.S. Dollar, Euro, or Angolan Kwanza: _____

- | | |
|---|--|
| 1. State/Country of Residence | 6. Medical and Dental Expenses not paid by insurance (exclude premiums) |
| 2. Adjusted Gross Income | 7. Total Cash, Checking, Savings, and Cash Value of Stocks (exclude retirement plan funds) |
| 3. Total Federal Tax Paid | 8. Total number of family members primarily supported by the reported income |
| (Not the amount withheld from paychecks) | |
| 4. Total Income of Father/Guardian 1 | 9. Marital status of employee parent or guardian: |
| Total Income of Mother/Guardian 2 | <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Single |
| 5. Yearly Untaxed Income and Benefits: | 10. Of the total number of family members on line 8, number of students attending college at least half-time during the next school year (include applicant, exclude parents) ...# |
| Please indicate source – | |
| <input type="checkbox"/> U.S. Social Security <input type="checkbox"/> U.S. AFDC <input type="checkbox"/> Child Support | |
| <input type="checkbox"/> Other | |

For non-U.S.-payroll employees, itemize school costs for one academic year **in the local currency of the country where school attendance is planned.** Name of local currency, for example, Euro or Angolan Kwanza: _____

Tuition/Fees: _____ Transportation*: _____

Books/Supplies: _____ Room/Board (meals)*: _____

TOTAL ESTIMATED EXPENSES: _____ (*Estimate if student is living at home)

CERTIFICATION

The Institute of International Education and Scholarship Management Services have the responsibility for selecting recipients based on criteria as set forth in the program's description. This application becomes the property of the Institute of International Education or Scholarship Management Services. It is recommended that you keep a copy for your files.

I acknowledge decisions of the Institute of International Education and Scholarship Management Services are final. In submitting this application, I certify I meet eligibility requirements of the program as described in the guidelines and the information provided is complete and accurate to the best of my knowledge. If requested, I will provide proof of information, including a copy of my income tax return. Falsification of information may result in termination of any award granted.

Applicant's Signature _____ Date _____

Employee's Signature _____ Date _____

Name of Applicant _____

APPLICANT RECOMMENDATION FORM (REQUIRED)

To the Applicant: This form is required and must be completed in the format provided. If incomplete, your application will not be evaluated. The form is to be completed by a secondary school headmaster, high school or college counselor or advisor, an instructor, or a work supervisor who knows you well.
To the Recommender: *You have been asked to provide information in support of this application. Please give immediate and serious attention to the following statements. When complete, please return this form along with your comments to the applicant in a sealed envelope. A letter of recommendation does not replace this form.*

The applicant's choice of a post-secondary educational program is	<input type="checkbox"/> Extremely Appropriate	<input type="checkbox"/> Very Appropriate	<input type="checkbox"/> Moderately Appropriate	<input type="checkbox"/> Inappropriate
The applicant's achievements reflect his/her ability	<input type="checkbox"/> Extremely Well	<input type="checkbox"/> Very Well	<input type="checkbox"/> Moderately Well	<input type="checkbox"/> Not Well
The applicant's ability to set realistic and attainable goals is	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
The quality of the applicant's commitment to school and/or community is	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
The applicant is able to seek, find, and use learning resources	<input type="checkbox"/> Extremely Well	<input type="checkbox"/> Very Well	<input type="checkbox"/> Moderately Well	<input type="checkbox"/> Not Well
The applicant demonstrates curiosity and initiative	<input type="checkbox"/> Extremely Well	<input type="checkbox"/> Very Well	<input type="checkbox"/> Moderately Well	<input type="checkbox"/> Not Well
The applicant demonstrates good problem-solving skills, follows through, and completes tasks	<input type="checkbox"/> Extremely Well	<input type="checkbox"/> Very Well	<input type="checkbox"/> Moderately Well	<input type="checkbox"/> Not Well
The applicant's respect for self and others is	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

To the Recommender: Please provide us with your comments concerning the student's overall academic performance. Detail on the quality of the student's academic performance is needed in order to consider this scholarship application. Please also comment on any other factors you feel should be considered in reviewing the application.

Recommender's Name _____ Title _____
Signature _____ Date _____ E-mail (if available) _____
Institution Name _____ Telephone Number _____
Institution Address _____
City _____ State/Province _____ ZIP/Postal Code _____ Country _____

MAILING AND CONTACT INFORMATION

The application, recommendation form, essay, and complete transcript of grades or academic records for the last four years of schooling, **must be received by the due date of January 15.** Scholarship Management Services will not accept faxed or e-mailed applications. Applications must be sent by postal service, courier or pouch mail to the appropriate address as listed below.

Non-U.S.-Payroll Employees' Children
Chevron International REACH Scholarship Program
Institute of International Education
530 Bush Street, Suite 1000
San Francisco, CA 94108 USA

OR

U.S.-Payroll Employees' Children
Chevron International REACH Scholarship Program
Scholarship Management Services
One Scholarship Way
Saint Peter, MN 56082 USA

U.S.A. Telephone: +1 (415) 362-6520
Web site: www.iie.org
E-mail Address: Chevron@iie.org

U.S.A. Telephone: +1 (507) 931-1682
Web site: www.scholarshipamerica.org
E-mail Address: chevron@scholarshipamerica.org

Due Date January 15

Name of Applicant _____

TRANSCRIPT INFORMATION (REQUIRED)

All applicants must include a current, complete transcript of grades or academic records for the **last four years of all studies completed** along with the completed application form (in English, French, Portuguese or Spanish). A clear explanation of the school's grading scale must also be submitted. Applicants may also include diplomas and certificates for study programs completed, results of academic record tests and school leaving exams, and a school catalog or syllabus/brochure for the school of planned attendance and program of study. Applicants **must** have this section completed by the appropriate school official.

To the Applicant: This form is required and must be completed in the format provided. If incomplete, your application will not be evaluated. The form is to be completed by the appropriate school official.

To the School Official: *You have been asked to provide information in support of this application. When complete, please return this form to the applicant.*

Cumulative Grade Point Average
Weighted: _____/4.0 scale
Unweighted: _____/4.0 scale
Other Grading System/Scale: _____/_____
A clear explanation of the school's grading scale must also be submitted.

Applicants ranks _____ in a class of _____

SAT* (<input type="checkbox"/> check if not applicable)			ACT* (<input type="checkbox"/> check if not applicable)					
Critical Reading	Math	Writing	English	Reading	English/Writing	Math	Science	Composite

** The SAT and ACT tests are standardized tests for college admissions in the United States. Even for International Students, certain U.S. institutions require students to take those exams. If one or both of these tests have been taken, please supply scores. If they have not been taken, check not applicable.*

National Record or Centralized/Leaving Exam (for example, A levels) (<input type="checkbox"/> check if not applicable)			
Subject 1 _____	Subject 2 _____	Subject 3 _____	Subject 4 _____

School Official's Name _____ Title _____

Signature _____ Date _____ E-mail (if available) _____

Institution Name _____ Telephone Number _____

Institution Address _____

City _____ State/Province _____ ZIP/Postal Code _____ Country _____

MAILING AND CONTACT INFORMATION

The application, recommendation form, essay, and complete transcript of grades or academic records for the last four years of schooling, **must be received by the due date of January 15**. Scholarship Management Services will not accept faxed or e-mailed applications. Applications must be sent by postal service, courier or pouch mail to the appropriate address as listed below.

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Chevron International REACH Scholarship Program
Institute of International Education
530 Bush Street, Suite 1000
San Francisco, CA 94108 USA

OR

U.S.-payroll Employees' Children
Chevron International REACH Scholarship Program
Scholarship Management Services
One Scholarship Way
Saint Peter, MN 56082 USA

U.S.A. Telephone: +1 (415) 362-6520
Web site: www.iie.org
E-mail Address: Chevron@iie.org

U.S.A. Telephone: +1 (507) 931-1682
Web site: www.scholarshipamerica.org
E-mail Address: chevron@scholarshipamerica.org

Due Date January 15