GENERAL INFORMATION
Army Emergency Relief (AER) is a private non-profit organization with the primary mission of providing financial assistance to Soldiers and their dependents in time of valid emergency need. The Scholarship Program was established in 1976 as a secondary mission to help Army families with undergraduate college expenses.

We communicate by email, therefore we advise you to add scholarships@aerhq.org to your email contacts to prevent our communications from being labeled as spam. If you need assistance or have questions during the application process, email scholarships@aerhq.org.

SCHOLARSHIP DETAILS
- The Spouse Education Assistance Program (SEAP) provides Spouses of active duty or retired Soldiers, and widows(ers) of Soldiers who died either on active duty or in a retired status, with financial assistance to pursue their first undergraduate college degree.
- SEAP offers scholarships based solely on financial need as evidenced by information submitted on the Free Application for Federal Student Aid (FAFSA).
- SEAP is not an entitlement or automatically approved. Students must apply each year.
- Award amounts are not guaranteed from year to year and are based on our budget, total number of applications received, and the student's enrollment; amounts may be adjusted if enrollment status changes after the awards are given. The maximum award for 2016-2017 was $1,900.
- Scholarships will be awarded for up to four academic years for full-time students or eight academic years for part-time students.
- SEAP does not apply to second undergraduate degrees or graduate level courses.
- The scholarship funds are mailed directly to the school prior to each fall and spring semester. The scholarship is not available for summer courses. Funds are to assist with tuition, fees, books and supplies.

ELIGIBILITY CRITERIA
- Student must be the Spouse of an active duty or retired Soldier or the widow(er) of a Soldier who died while on active duty or while retired.
- Student must be registered in DEERS (Defense Eligibility Enrollment Reporting System).
- Student must be pursuing their first undergraduate degree and may be enrolled part-time (minimum of 6 credit hours per semester or term) or full-time (minimum 12 credit hours per semester or term).
- Student must maintain a cumulative GPA of 2.0 on a 4.0 grading scale.
- Student must be enrolled, accepted, or pending acceptance as a full-time or part-time student in an accredited post-secondary or vocational institution listed in the US Department of Education’s Database of Accredited Postsecondary Institutions (http://ope.ed.gov/accreditation/Search.aspx). Because financial need is already met, students attending Service Academies are not eligible.
- Student must not be active duty or in a reserve component or a retiree of the National Guard, Reserves, or other military branch.
- Student may not already be fully funded by other sources. Any Spouse Scholarship recipient who also receives funding from other sources (i.e. GI Bill, scholarships, My CAA, VA benefits, etc.) may not be eligible to receive their full scholarship from AER. The Financial Aid Office at each school will determine the recipient’s final eligibility based on the complete financial aid package. Once all costs are covered, any remaining funds must be returned to AER and will not be disbursed to the student.
SUBMISSION INSTRUCTIONS
The application is available after 1 January 2017 on our website, www.aerhq.org. Under “Apply for Scholarship”, choose “Military Spouse” or “Dependent Children” to get started. The link to apply is at the bottom of each page. Returning applicants will login and begin the application. New applicants must first create an account. Then, the application may be completed. Once the application is completed, the required documents will be displayed. The application and all required documents must be submitted online by 3:00 pm EDT on 1 April 2017. Do not mail or email documents.

DESCRIPTIONS OF REQUIRED DOCUMENTS – ALL DUE BY 3:00 PM EDT ON 1 APRIL 2017.

1. APPLICATION
The 2017-2018 Application is available on our website, www.aerhq.org, after 1 January 2017.

2. DD214
If the Student has prior military service, upload the Student’s DD214.

3. LEAVE AND EARNINGS STATEMENT (LES)
If the Soldier Sponsor is on active duty, the December 2016 LES must be uploaded.

4. TRANSCRIPTS
Transcripts must include all college course work through the student’s Fall 2016 semester and show the student’s cumulative GPA based on a 4.0 scale. Unofficial transcripts are acceptable as long as they show the student’s name, school name, cumulative GPA, and are in a non-editable format (such as pdf). If no previous college, upload a letter stating this is the first time the student is going to be enrolled in college classes in place of the transcripts.

5. 2017-2018 STUDENT AID REPORT (SAR)
We use the Student Aid Report (SAR) from the FAFSA (Free Application for Federal Student Aid) to determine each applicant’s need. The FAFSA must be completed after 1 October each year at www.fafsa.ed.gov. The SAR can be downloaded from the FAFSA website a few days after the FAFSA application is completed. Be sure to complete the FAFSA early enough to allow time to receive your SAR. We require the COMPLETE SAR – please see our SAR instructions for more information.

6. FEDERAL TITLE 10 ORDERS (if applicable)
If the Soldier sponsor is on Title 10 Active Guard or Reserve orders, upload a copy of the Title 10 Orders showing federal activation for the entire academic year (August 2017 – May 2018).

7. CASUALTY REPORT (if applicable)
If the Soldier died while on active duty, upload a copy of the casualty report. If you have already provided this document, it is on file and you will not be required to provide it again.

TIME TABLE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 April 2017</td>
<td>All required documents must be uploaded by 3:00 pm EDT</td>
</tr>
<tr>
<td>June 2017</td>
<td>Scholarship notifications emailed to all applicants and Scholarship Agreements are completed by recipients on the AER website</td>
</tr>
<tr>
<td>July 2017</td>
<td>Scholarship funds mailed to schools for fall term</td>
</tr>
<tr>
<td>November 2017</td>
<td>Scholarship funds mailed to schools for spring term</td>
</tr>
</tbody>
</table>

PLEASE NOTE: All documents and the application must be submitted online. AER assumes no responsibility for applications or supporting documents not received by this office or not received in a timely manner. All changes to information furnished to AER must be submitted in writing to scholarships@aerhq.org. APPLICATIONS AND SUPPORTING DOCUMENTS WILL NOT BE ACCEPTED AFTER 3:00 pm EDT ON 1 APRIL 2017.

Revised 9 December 2016