Attachment D
2012 Community Foundation of New Jersey/Miss America Scholarship Fund
Scholarship Rules and Regulations

The Miss America Scholarship Fund at the Community Foundation of New Jersey (“Community Foundation”) will award scholarships under the following Circumstances:

1). SCHOLARSHIP USAGE

Scholarship funds may be applied to tuition, textbooks, academic fees and other appropriate educational expenses. All unusual or questionable items of expense must be referred to the Community Foundation of New Jersey with as much information as possible and far enough in advance for consideration of approval. Amounts received as scholarship payments are taxable income to the extent that they exceed “Qualified Tuition and Related Expenses.” Qualified Tuition and Related Expenses include tuition and fees required for enrollment or attendance of a student at an educational organization, including fees, books, supplies and equipment required of all students in the particular course of instruction.

Payments for on campus room and board will be made to the educational institution, and such requests must be accompanied by appropriate documentation from the educational institution evidencing the charges for same. Contestants must maintain at least 12 credit hours as a fulltime student, 9 credit hours part-time status and 9 credit hours for graduate in order to qualify. Payments do not cover key fees or deposits. Utilities (electric, gas, cable, phone, etc.) are also not covered.

Payment of all approved expenditures will be made directly to the college, university or other accredited institution as recognized by the U.S. Department of Education unless extenuating circumstances exist (with the exception of computer or musical equipment clause - See Item 2, Paragraph 2). Personal reimbursements to scholarship recipients will not be honored. When requesting an award it is the responsibility of the student to ensure proper planning and time allotment are exercised. The Community Foundation of New Jersey suggests a minimum of 30 days to process a scholarship request.

It is each contestant’s obligation to determine whether the scholarship, in whole or part, is includable in gross taxable income, regardless of whether a Form 1099 has been issued by either The Community Foundation or Miss America Organization. Contestants are encouraged to consult a tax advisor regarding the taxability of the scholarship payments.

2). REQUESTING USAGE:

Requests for scholarships are initially processed by the Miss America Organization and forwarded to the Community Foundation for its review and approval upon written receipt of statements from colleges and schools or from the contestant for other educational expenses. All statements and invoices must be accompanied by a cover letter from the contestant.

Requests for computer or musical equipment will be recommended only if the college or school states in writing that it is mandatory requirement in order for the contestant to complete the coursework. The contestant may be reimbursed for this expense provided the contestant submits a letter from the school stating the mandatory requirements and a list of course requirements. There will, however, be a $2,000 cap on computer equipment, and this type of expense will be reimbursed only once. Computer software is not a reimbursable item. If a contestant still has state or local funds available to her, a letter from the State Executive Director that they do not reimburse or pay for computers is required. The original bill of sale must be submitted as well as the original credit card receipt or a copy of the canceled check. All credit card accounts and banking accounts must be in the name of the contestant in order to be considered.
3). PRIORITY OF LEVEL IN USAGE:
Contestants receiving scholarships at the national level must use the scholarship won at the state and local level prior to applying for funds at the national level. Verification must be submitted in writing from the State Executive Director that all state scholarship funds have been exhausted. Outside of a request for computer equipment as discussed in Item 2, exceptions to this rule may be granted for payment of college or university room and board which do not fall within the guidelines for disbursement at the local or state level. The request for an exception must be submitted in writing to the Miss America Organization and the Community Foundation of New Jersey for consideration. Scholarships awards will only be made directly to the educational institution.

4.) STUDENT LOANS:
Scholarships may be used for outstanding student loan obligations provided the contestant has satisfactorily completed the coursework for which the loan was obtained. In all cases, requests must include a current bill from a bona fide third party lending institution showing a current address, a copy of the promissory note showing that the contestant is the primary payer of the obligation, and an official transcript showing completion of the coursework. Payment will be made directly to the lending institution and credited to the student’s account.

5). USAGE FOR FUTURE EXPENSES AND FORFEITURES
Scholarships may be used for future educational expenses, provided, however, contestants must begin use of their scholarships within four (4) years of the date of the award (five years allotted for Miss America herself). If a contestant has not submitted a request to the Miss America Organization for her scholarship award dollars during this period, her right to request funds will be forfeited. If a contestant forfeits any money from her scholarship award at the state or local level, her award at the national level will automatically be forfeited.

5A) A contestant who begins use of her scholarship within the designated time above will then be required to show continuous activity in her scholarship endeavors up to a limit of ten (10) years following the date of her award. If there occurs a continuous, uninterrupted two (2) year period in which there is no activity in an account, then the balance of that account will be forfeited. Any balance remaining in a contestant’s award ten (10) years following the date of the award will automatically be forfeited.

5B) An exception to the time limits described in Paragraph 5A above may be made if the contestant, prior to the expiration date, makes a written appeal to the Miss America Organization citing compelling reasons why the time period should be extended. An extension will generally be permitted when the contestant has had state and local award within the prescribed time limits above. However, the contestants must still send a written request for extension. The Miss America Organization will review the request and determine whether an extension is warranted. Consistent with the Code and the rules and regulations of the Community Foundation, the decision of the Miss America Organization shall be final and binding.

Note: Scholarship is contingent upon availability of funds in any given year.

THE COMMUNITY FOUNDATION OF NEW JERSEY RESERVES THE RIGHT TO AMEND AND OR MODIFY THE FOREGOING SCHOLARSHIP RULES AND REGULATIONS AT ANY TIME WITHOUT NOTICE.

______________________________________________ Miss _____________________________
(Print Name) (Signature) (Date)

_______________________________________________________ (Title)

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