



Application for Disbursement of MAOTeen Scholarship Funds

Completion of this form and the attachment of the necessary documentation are required for the payment of all scholarships. No exceptions will be made without the consent of the MAOTeen Scholarship Committee. No forms will be accepted via email or fax without the consent of the scholarship chairman. Please allow 30 days from the receipt of all required documentation for payments to be processed and paid.

DATE OF APPLICATION _____ DATE OF HS GRADUATION _____

CONTESTANT NAME _____

NAME OF STATE TITLE AND YEAR _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

PHONES & EMAIL _____
(HOME) (CELL) (EMAIL ADDRESS)

PARENTS' NAMES _____

PARENTS' ADDRESS _____

PHONES & EMAIL _____
(HOME) (CELL) (EMAIL ADDRESS)

NAME AND EMAIL ADDRESS OF YOUR STATE TEEN EXECUTIVE DIRECTOR:

LIST ALL SCHOLARSHIPS (NAMES/AMOUNTS) YOU WON IN YOUR STATE WHILE COMPETING IN ANY MAOTEEN PRELIMINARY: (If more space is needed, please include this information on an additional sheet of paper and attach.)

COLLEGE/UNIVERSITY INFORMATION

NAME OF COLLEGE OR UNIVERSITY _____

WEB SITE ADDRESS OF SCHOOL _____

ADDRESS _____
(WHERE THE SCHOLARSHIP CHECK IS TO BE SENT)

NAME OF CONTACT PERSON _____

PHONE & EMAIL OF CONTACT PERSON _____
(OFFICE) (EMAIL ADDRESS)

STUDENT ID NUMBER _____

THE FOLLOWING INFORMATION IS REQUIRED AND MUST BE ATTACHED TO THIS DOCUMENT:

- LETTER FROM CONTESTANT REQUESTING PAYMENT OF SCHOLARSHIP TO HER UNIVERSITY/COLLEGE.
- LETTER FROM STATE PAGEANT EXECUTIVE DIRECTOR VERIFYING THAT ALL STATE AND LOCAL SCHOLARSHIP MONIES HAVE BEEN EXHAUSTED, WITHOUT FORFEITING.
- ORIGINAL** DETAILED AND **CURRENT** COPY OF TUITION BILL, SHOWING A BALANCE DUE. (**"ZERO BALANCE" TUITION STATEMENTS ARE NOT ACCEPTED.**) BILL MUST SHOW ALL OTHER SCHOLARSHIP ASSISTANCE. BILL MUST ALSO BE PRODUCED **AFTER** THE "ADD/DROP" DATE FOR EACH SEMESTER. (REFER TO CONTRACT, ATTACHMENT B FOR FURTHER EXPLANATION OF RULES.)

- ❑ **(IF APPLICABLE)** BOOK CHARGES FOR CURRENT SEMESTER, ONLY. (REFER TO CONTRACT, ATTACHMENT B FOR FURTHER EXPLANATION OF RULES.)
- ❑ **(IF APPLICABLE)** COPY OF “ON CAMPUS” HOUSING BILL. (REFER TO CONTRACT, ATTACHMENT B FOR FURTHER EXPLANATION OF THE RULES.)
- ❑ SIGNED FERPA FORM, ATTACHED. (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 1974)

PLEASE PAY CLOSE ATTENTION TO THE FOLLOWING INFORMATION:

- ALL TUITION STATEMENTS MUST BE FOR THE CURRENT SEMESTER. WE DO NOT PAY PAST OR FUTURE TUITION CHARGES. IF YOUR TUITION STATEMENT SHOWS A **ZERO BALANCE** FOR THE CURRENT SEMESTER, MAOTEEEN WILL NOT PAY YOUR SCHOLARSHIP. THERE MUST BE A “BALANCE DUE” ON YOUR CURRENT TUITION STATEMENT.
- ALL SCHOLARSHIP PAYMENTS ARE PAYABLE DIRECTLY TO THE COLLEGE/UNIVERSITY.
 - A. NATIONAL SCHOLARSHIP USAGE MUST BEGIN WITHIN ONE YEAR OF HIGH SCHOOL GRADUATION. (SINCE HIGH SCHOOL GRADUATION DATES VARY ACROSS THE COUNTRY, MAOTEEEN USES THE UNIVERSAL DATE OF MAY 31 OF THE CONTESTANT’S GRADUATION YEAR.) **ALL SCHOLARSHIP MONIES WILL BE FORFIETED IF NOT USED WITHIN THIS TIME FRAME.)**
 - B. THE ATTACHED “FERPA FORM” MUST BE ON FILE WITH THE COLLEGE/UNIVERSITY.
- SCHOLARSHIPS ARE AVAILABLE FOR A TOTAL OF FIVE (5) YEARS FROM THE DATE OF HIGH SCHOOL GRADUATION. RESTRICTIONS DO APPLY. (SEE CONTRACT, ATTACHMENT B)
- NATIONAL FUNDS WILL BE FORFEITED IF CONTESTANT FORFEITS ANY MONEY FROM THE STATE AND/OR LOCAL LEVEL.
- MEAL PLANS ARE PAYABLE IF THE CONTESTANT IS: A.) LIVING ON CAMPUS; B.) BOARD IS COVERED; AND C.) SHE IS A FULL TIME STUDENT - WHICH IS A MINIMUM OF 12 SEMESTER HOURS.
- SCHOLARSHIPS ARE FOR UNDER-GRADUATE COURSE WORK, ONLY. ON-LINE COURSES ARE CONSIDERED BUT MUST MEET REQUIREMENTS. PLEASE CONTACT THE OFFICE FOR INFORMATION.

IT IS IMPORTANT THAT YOU REVIEW ATTACHMENT B OF THE NATIONAL CONTRACT FOR COMPLETE RULES AND REGULATIONS REGARDING THE PAYMENT OF SCHOLARSHIP FUNDS. THE NATIONAL CONTRACT HAS BEEN UPDATED TO BE COMPLIANT WITH CURRENT IRS RULES AND REGULATIONS REGARDING THE PAYMENT OF SCHOLARSHIPS.

I HAVE READ THIS DOCUMENT AND ATTACHMENT B OF THE CONTRACT. I UNDERSTAND THAT I MUST FOLLOW THESE INSTRUCTIONS AND THE RULES AND REGULATIONS FOUND IN THE NATIONAL CONTRACT REGARDING THE DISBURSEMENT OF ALL SCHOLARSHIPS. I ALSO AGREE THAT THE SCHOLARSHIP COMMITTEE WILL REVIEW ANY DISPUTE, WHICH MAY ARISE CONCERNING THE PAYMENT OF SCHOLARSHIPS, AND THEIR RESOLUTION SHALL BE THE FINAL WORD OF THE MAOTEEEN ORGANIZATION.

SIGNATURE OF CONTESTANT

SIGNATURE OF PARENT OR GUARDIAN

DATE

DATE

INSTRUCTIONS:

- ◆ MAKE COPIES OF ALL THE DOCUMENTS YOU ARE SENDING.
- ◆ SEND ALL DOCUMENTATION VIA REGISTERED MAIL, FEDEX, OR SOME OTHER TRACEABLE MEANS.
- ◆ SEND THIS FORM WITH ALL REQUIRED ORIGINAL DOCUMENTATION TO:

MAOTeeen SCHOLARSHIP COMMITTEE • 12718 DUPONT CIRCE, SUITE A5B • TAMPA, FL 33626 • 813.510.3237

***AUTHORIZATION TO RELEASE INFORMATION**

***Student Consent for Education Records to be released to
Parent(s), Legal Guardian(s), Other Tuition Provider(s), or Other Indicated Individual(s)***

****Student must place this form on file with the school.***

Student's Name: _____

Student ID#: _____

PLEASE READ:

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the undersigned student hereby permits (Name of Institution) _____ and its representatives to disclose the information specified below to the following individual(s) or agency (ies):

Name: **Miss America's Outstanding Teen, Inc., Scholarship Chairman**

Name: _____

Name: _____

Name: _____

This consent shall be valid throughout the student's enrollment at (Name of Institution) _____ and thereafter but may be modified or rescinded in writing by the student. The parent(s), legal guardian(s), tuition provider(s), or other indicated individual(s) agree that they shall not disclose the specified information to third parties without the student's authorization.

INFORMATION TO BE RELEASED:

The following information from my records at _____ may be released to the above-specified person(s):

Grades and academic standing _____

Academic Information X

Discipline records _____

Tuition and fee status X

Other, please SPECIFY: _____

All records or information _____

I have read and understand the contents of this consent form pertaining to the Family Educational Rights and Privacy Act of 1974.

Student's Signature: _____ Date: _____

MAOTeen NATIONAL CONTRACT • ATTACHMENT B • SCHOLARSHIP RULES AND REGULATIONS

1. Scholarship Usage:

- a. Scholarships may be expended for **current college/university tuition, on-campus room and board, and course books purchased in the school bookstore**, only.
- b. Online classes and studies abroad may be considered for payment and paid upon the full examination and at the discretion of the MAOTeen Scholarship Committee. (Please contact the MAOTeen Scholarship Chairman for additional information).
- c. Parking fines, course fees, and bus passes; ID cards, library fines, health insurance or other non-tuition related items are **NOT** covered.
- d. Meal plans are covered if the student is (a) living on campus, (b) board is covered, and (c) she is enrolled as a full time student (a minimum of 12 semester hours).
- e. Other “post high school” tuition **may be** considered upon written request from the student. (Example: technical schools, summer performing arts programs, studies abroad with requirements, etc.). These types of programs are **not** covered while the student is still in high school. These requests are paid upon the full examination and vote of the MAOTeen Scholarship Committee.

2. Requesting Usage:

- a. The “**Application for Disbursement of MAOTeen Scholarship Funds**” (known as the “Application”) must be fully completed and all required documentation must be attached. Additional copies can be downloaded at www.maoteen.org.
- b. Unless prior permission is granted, all original documentation must be **mailed** (not faxed or e-mailed) to the address listed on the “Application”.
- c. Requests for scholarships are processed upon receipt if ALL required documentation as described in the “Application”.
- d. Scholarships **will not** be paid to a tuition statement that shows a “zero” balance for the current semester. MAOTeen scholarships are used to pay “the gap” (what is not paid by other scholarships and loans) on your tuition statement.
- e. Tuition statements must be for the **current semester** and show an itemized list of all fees, charges, and credits, **including other scholarships that have been awarded**.
- f. Tuition statements must be produced **AFTER** the “add-drop” date for the current semester. (Checks are not written until AFTER the “add-drop” date. This is due to potential changes in the current semester class schedule.)
- g. Tuition statements must show the number of semester hours for the current semester. (If your statement does not show this information, a copy of the student’s class schedule will suffice.)
- h. If a national teen participant competes in and wins a state **miss** title BEFORE she has exhausted the use of her teen scholarship, she must inform the MAOTeen Scholarship Chairman, in writing, and make the proper arrangements regarding any future payments of the teen scholarship. (*Some states require their miss winner to delay college during their year of service. If this is the case, the MAOTeen Scholarship Committee must be informed.*)

3. Additional Scholarship Payment Guidelines:

- a. **ON-CAMPUS** room and board is payable for **full time students, only**. This does not include key fees or deposits. Utilities (electric, gas, cable, etc.) are **not** covered unless they are included in the rental fee.
- b. All scholarship payments must be for **CURRENT** expenses only. (Current expenses are defined as those falling within the current semester.)
- c. Contestant must maintain at least 12 credit hours per semester as a full time student.
- d. Part time students must maintain 9 credit hours per semester.
- e. Summer courses must be a minimum of 9 hours.

4. Usage and Forfeiture:

- a. Contestants receiving scholarships at the national level must use the scholarships won at the state and local level prior to applying for the funds held in trust at the national level.
- b. Verification must be submitted, in writing, from the State Executive Director, that all state and local money has been exhausted, without forfeiture. If any part of a local or state scholarship is forfeited, the national scholarship is also forfeited.

- c. National Scholarship usage must begin within **ONE** year of high school graduation. (Since high school graduation dates vary across the country, MAOTeen uses the universal date of May 31 of the contestant's graduation year.) **ALL SCHOLARSHIP MONIES WILL BE FORFIETED IF NOT USED WITHIN THIS TIME FRAME.**
- d. Scholarships are available for a total of five (5) years from the date of high school graduation.
- e. If there are extenuating circumstances that are delaying the usage of a contestant's scholarship monies, she may submit a written request for an extension of one year. **(See Application for Extension)** This request must be received PRIOR to the end of the one-year period following graduation in order to be considered. If the request is received past the one-year deadline, it will be denied and the money will be forfeited.
- f. **If the extension process has begun**, MAOTeen will accept yearly (using the May 31 deadline for each year) requests for scholarship extensions for a total of five (5) years following the original graduation date. At the end of five (5) years, (using the May 31 cutoff date), all unused scholarship monies will be forfeited.
- g. Once a contestant begins usage of her scholarship funds, if there occurs a continuous, uninterrupted one (1) year period in which there is no activity in her account, the balance of that account will be forfeited.
- h. Extension requests will **NOT** be accepted via e-mail or fax. ALL extension requests must be sent via Registered Mail, FedEx, or some other traceable means. If an extension has been granted, you will receive a communication from the MAOTeen Scholarship Committee. Do not assume you have received an extension until you receive written approval.
- i. It is the responsibility of the contestant to maintain contact with the national organization regarding all scholarship payments. **MAOTeen IS NOT RESPONSIBLE FOR MAINTAINING A CALENDAR OF GRADUATION DATES FOR OUR PARTICIPANTS.**

5. Disputes:

- a. All disputes must be sent, in writing, to the Scholarship Committee.
- b. All disputes will be fairly examined by the MAOTeen Scholarship Committee. Every effort will be made to fairly resolve any issue that may arise regarding scholarship payments.
- c. The decision of the Scholarship Committee shall be final and binding.

I, _____, have read and understand the Miss America's Outstanding Teen, Inc. Scholarship Rules and Regulations.

Date

Signature of Contestant

Date

Signature of Parent or Guardian