

ATTACHMENT A: MISS OKLAHOMA ORGANIZATION, INC STATE SCHOLARSHIP RULES, REGULATIONS, TERMS & CONDITIONS

1) SCHOLARSHIP USAGE:

Scholarship funds may be applied to tuition, textbooks, supplies, academic fees and other appropriate mandatory educational expenses. All unusual or questionable items of expense must be referred to the Miss Oklahoma Scholarship Selection Committee 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 directly to the educational institution. Off-campus must be pre-approved and will only cover the amount as on-campus housing. All such requests must be accompanied by appropriate documentation from the educational institution (or a fully-executed lease agreement) evidencing the charges for same. In order to qualify, candidates must maintain at least twelve (12) credit hours as a full-time student, nine (9) credit as a graduate student. 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 school, college, university or other accredited institution of higher learning as recognized by the US Department of Education upon receipt of a detailed current tuition statement reflecting a balance due to the school unless extenuating circumstances exist (with the exception of computer or musical equipment in Paragraph 2 below). Payment to any non-domestic institution of higher learning must have a U.S. federal tax identification number. Personal reimbursements to scholarship recipients will not be honored. Please note, the amount requested may not exceed the amount due. When requesting an award, it is the student's responsibility to ensure proper planning and time allotment to process the scholarship request in order to meet all deadlines. Miss Oklahoma Organization, Inc suggests allowing a minimum of thirty (30) days to process a scholarship request.

Please note, it is each candidate'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 the State Organization. Candidates 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 Oklahoma Organization, Inc. and forwarded to the Scholarship Committee for its review and approval. Requests are processed upon written receipt of statements from colleges and schools or from the candidate for other educational expenses. The candidate must accompany all statements and invoices with a completed "Scholarship Request for Disbursement Form". Request for payment for other expenses (e.g. private instructors) must be pre-approved by the Miss Oklahoma Scholarship Committee.

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 candidate to complete the coursework. The candidate may be reimbursed for this expense provided the candidate submits either a letter from the school stating the mandatory requirements or a list of course requirements. There will however, be a \$1,000 cap on computer equipment, and this type of expense will be reimbursed only once. Computer software is not a reimbursable item. If a candidate still has local funds available to her, a letter from the Local 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 candidate in order to be considered.

3) PRIORITY OF LEVEL IN USAGE:

Candidates must utilize and exhaust all scholarship funds awarded at the local level before requesting funds awarded at the state level. Verification must be submitted in writing from the Local Executive Director that all local scholarship funds have been exhausted. Excluding requests for computer equipment as discussed in Paragraph 2, exceptions to this rule may be granted for payment of room and board expenses that do not fall within the guidelines for disbursement at the local level. The request for an exception must be submitted in writing to the State Scholarship Committee for consideration. Scholarship funds must be paid directly to the educational institution.

4) STUDENT LOANS:

Scholarship may be utilized to cover outstanding student loan obligations, provided the contestant has satisfactorily completed the coursework for which the loan was obtained. In all cases, request must include a current bill from a bona fide third party lending institution as recognized by the US Department of Education, which must include: (1) a repayment address, (2) student account number and amount due, (3) a copy of the promissory note reflecting that the contestants is the primary responsible payer of the obligation, and (4) an official transcript reflecting completion of the coursework. Payment must be made directly to the lending institution and credited to the student's account.

5) USAGE FOR FUTURE EXPENSES AND FORFEITURES

The Award Date is the date upon which the scholarship was initially awarded (the "Award Date"). Scholarships may be utilized for **future** educational expenses only. Candidates must begin use of their cash scholarship within one (1) year of the Award Date (the "Anniversary Date"). If a candidate fails to submit a written request to the Miss Oklahoma Organization, Inc. to utilize her scholarship funds after to the Anniversary Date, then her scholarship funds will be forfeited. A simple request, in writing, must be submitted by the candidate to the Miss Oklahoma Organization, Inc. for her scholarship award dollars to be held for use for the next (second) year or her funds will be forfeited. Please note, if a candidate forfeits any scholarship funds awarded at the state level, then her scholarship funds awarded at the national level will automatically be forfeited.

5A) Once a candidate begins utilizing her scholarship funds as prescribed above, she will then be given an additional one (1) year period (two (2) years for Miss|Teen State) from the Anniversary Date to utilize her remaining scholarship funds (the "Expiration Date"). Candidates are required to show continuous activity in requesting and utilizing scholarship funds. Please note, any scholarship balance remaining after the Expiration Date will automatically be forfeited.

5B) An exception to the time limits described in Paragraph 5A above may be considered if the contestant, prior to the Expiration Date, submits a written appeal to the Miss Oklahoma Organization, Inc. citing compelling reasons why the time period should be extended. An extension will generally be permitted when the candidate has local awards remaining within the prescribed time limits above or if the contestant wins the state title. However, the contestant must still submit a request and determine whether an extension is warranted within thirty (30) days of receipt. Consistent with the rules and regulations, the decision of the Miss Oklahoma Organization, Inc. shall be final and binding.

THE MISS OKLAHOMA ORGANIZATION, INC. RESERVES THE RIGHT TO AMEND AND OR MODIFY THE FOREGOING SCHOLARSHIP RULES AND REGULATIONS AT ANY TIME WITHOUT NOTICE.

HOW TO USE YOUR SCHOLARSHIP FUNDS

Cash Scholarships: These funds are held in trust by the Foundation until you request payment. Cash scholarship funds, which have not been requested, by you, before June 1, 2022, will be retained and used for future scholarship awards unless you submit a written request to utilize her scholarship funds for one additional year. Any remaining cash scholarship will be forfeited June 1, 2023.

You must request payment of these funds. That request must be made on the "Participant's Request for Scholarship Fund Disbursement Form. In order for a request to be considered, you must attach proof of enrollment and an invoice, which shows sufficient detail to identify the nature of the expense. You must request the payment be made directly to the institution or to you as reimbursement for expenses paid by you with all requested documentation be submitted. The Executive Committee will review all documentation to determine if the request meets the requirements of educational expenses. If you are concerned that a request might not be approved, you may **contact Kay Alexander** for pre-approval consideration. Remember that the purpose of your activity must be educational.

The approval and disbursement process requires approximately three-four weeks for completion. Please anticipate your needs. If we have not received your completed request four weeks before a due date, you must make the payment yourself and request a reimbursement. Questions with regards to payments of your cash scholarship may be addressed to Kay Alexander. All payment's requests should be mailed to: Miss Oklahoma Organization, Inc., Oklahoma Scholarship Foundation, 10026-A South Mingo Road #287, Tulsa, OK 74133 or e-mailed to **kay@missoklahoma.org**.

SAMPLE PROCEDURE:

The following is an example of the process that you should follow to receive timely payment of cash scholarship funds.

Assume you are applying for the Fall Semester. Enrollment begins August 1. Dormitory room & board or a tuition payment must be paid August 25. School starts September 6. You should take the following action. This is a sample time-line and we understand some institutions will not be able to follow this guide.

- June 20-30 Write the registrar indicating that you intend to enroll on August 1. Request and file an application for admission, if necessary.
- July 15 Request that the business office issue an invoice for first semester room and board or tuition addressed to you. You must make this request in time to receive it before July 20.
- July 20 Complete the **Request for Scholarship Disbursement Form**, attach your proof of enrollment and the invoice for room and board or tuition statement, and mail to our office. This request must be received by the Foundation before July 31.
- August 20 A check for your room and board or payment for your tuition will be mailed to the institution so it will be received before the due date. The check will be made payable to you and the institution jointly. You may request that we mail the check directly to the business office. Be certain that you go to the business office to endorse the check.
- August 1 Enroll as early as possible. You may purchase your books and request reimbursement or you may submit a list of required books, with prices and a request disbursement form. The Foundation will issue a check to you and the institution for use in purchasing the books. Remember the 3 to 4-weeks processing schedule.

If you have any questions, feel free to contact the Miss Oklahoma office at kay@missoklahoma.org or 918-461-9595. Once again, congratulations on your award of cash scholarship.

TEEN CANDIDATE - LOCAL TEEN TITLE

TEEN CANDIDATE NAME - PRINT

TEEN CANDIDATE - SIGNATURE & DATE

PARENT GUARDIAN - SIGNATURE & DATE