

# JACKSONVILLE SCHOLARSHIP FOUNDATION

## CONTRACT

### **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 Jacksonville Competition, Inc. with as much information as possible 60 days 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, includes fees, books, supplies and equipment required of all students in the particular course of instruction.

Payment of all approved expenditures will be made directly to the college, university, or other accredited institution unless extenuating circumstances exist (with the exception of computer or musical equipment clause). Personal reimbursements to scholarship receipts will not be honored, so proper planning and time allotment is essential on the part of the student.

### **2) REQUESTING USAGE:**

Requests for scholarships are initially processed by the Miss Jacksonville Competition for its review and approval upon written receipt of statements from colleges and schools or from candidate for other educational expenses. All statements and invoices must be accompanied by a cover letter from the candidate.

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 candidate may be reimbursed for this expense provided the contestant submits either a letter on official school letter from the school stating the mandatory requirements or a list of course requirements. This type of expense will be reimbursed only once. Computer software is not a reimbursable item. The original bill of sale must be submitted as well as the original credit card receipt.

### **3) REIMBURSEMENT GUIDELINES:**

Payments for 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. Candidates must maintain at least 12 credit hours as a full-time student, 9 credit hours part-time status, OR 9 credit hours for graduate in order to qualify.

Payments do not cover key fees or deposits. Utilities (electric, gas, cable, etc.) are also not covered.

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. Candidates are encouraged to consult a tax advisor regarding the taxability of the scholarship payments.

#### **4) PRIORITY OF LEVEL IN USASGE:**

Candidates receiving scholarships at the local level must use the scholarship won at the local level prior to applying for funds at the state level. It shall be the responsibility of the local contestant to request written verification from the Miss Jacksonville Competition Local Executive Director that all local scholarship funds have been exhausted for submission to the State Organization. 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 level. The request for an exception must be submitted in writing to the Miss Jacksonville Competition for consideration.

#### **5) STUDENT LOANS:**

Scholarships may NOT be used for outstanding student loan obligations.

#### **6) USAGE FOR FUTURE EXPENSES AND FORFEITURES**

Scholarships may be used for future educational expenses, provided, however, except as set for below, candidates must begin use of their scholarships within 1 year of the date of the award. If a candidate has not submitted a request to the Miss Jacksonville Competition for her scholarship award dollars during this period, her right to request funds will be forfeited. **If a candidate forfeits any money from her scholarship at the local level, her award at the state level and national level will be forfeited.**

An exception to the time limits may be made if the candidate, prior to the expiration date, makes a written appeal to the Miss Jacksonville Competition citing compelling reasons why the time period should be extended. If a candidate who wins her local title is successful in winning her state title it will be necessary for her to submit a written letter of request for extension of her local scholarship awards. The Miss Jacksonville Competition will review the request and determine whether an extension is warranted. The decision of the Miss Jacksonville Competition shall be final and binding.

**THE MISS JACKSONVILLE COMPETITION RESERVES THE RIGHT TO AMEND OR MODIFY THE FORGOING SCHOLARSHIP RULES AND REGULATIONS AT ANY TIME WITHOUT NOTICE.**

I (Candidate) have read and understand the Miss Jacksonville Competition Rules and Regulations:

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Name (Printed)

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Signature

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Date



**MISS JACKSONVILLE  
& MISS RIVER CITY**