

# JAMES H. WATERS SCHOLARSHIP PROGRAM

BODDIE-NOELL ENTERPRISES, INC

*"We Believe in People"*

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## THE PROGRAM

Boddie-Noell Enterprises, Inc. (BNE) has established a scholarship program to assist employees and employees' dependents that plan to continue education in college or vocational school programs. Scholarships are offered each year for full-time study at an accredited institution of the student's choice.

This scholarship program is administered by Scholarship America<sup>®</sup>, the nation's largest designer and manager of scholarship, tuition assistance and other education support programs for corporations, foundations, associations and individuals. Awards are granted without regard to race, color, creed, religion, sexual orientation, gender, disability or national origin.

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## ELIGIBILITY

Applicants to the James H. Waters Scholarship Program must -

- Be qualified Boddie-Noell Enterprises, Inc. employees or their spouses, children or grandchildren. (Children and grandchildren must be age 24 or under.) Surviving spouses or children age 24 or under of deceased eligible employees are also eligible. Officers of Boddie-Noell and their family members are ineligible for this program.
- Have completed six (6) months of continuous service with BNE as of the application deadline date, work and maintain a minimum of fifteen (15) hours per week, and maintain a fully satisfactory performance rating.
- Be enrolled or planning to enroll in full-time study at an accredited two (2) or four (4) year college or university, vocational/technical school, community college, or GED program for the entire academic year.

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## AWARDS

If selected as a recipient, the student will receive an award ranging from \$1,000 to \$2,000. Awards are not renewable, but students may reapply to the program each year they meet eligibility requirements. Prior to issuing scholarship checks, the recipient **EMPLOYEE/recipient's employee PARENT, SPOUSE, OR GUARDIAN must** continue to work at least fifteen (15) hours per week in order to receive the award. Boddie-Noell employee must remain employed for the entire academic year of the scholarship.

Awards are for undergraduate study only.

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## APPLICATION

Interested students must complete the attached application and mail it along with a current, complete transcript of grades to Scholarship America postmarked no later than **May 1**. Grade reports are not acceptable. Online transcripts must display student name, school name, grade and credit hours earned for each course, and term in which each course was taken. Applicants will receive acknowledgment of receipt of their application. If an acknowledgment card is not received within three weeks, applicants may call Scholarship America to verify that the application has been received.

Applicants are responsible for gathering and submitting all necessary information. Instructions for completing the Financial Data section of the application are found at the end of these guidelines. Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible. Incomplete applications will not be evaluated. All information received is considered confidential and is reviewed only by Scholarship America.

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## SELECTION OF RECIPIENTS

Scholarship recipients are selected on the basis of academic record, demonstrated leadership and participation in school and community activities, honors, work experience, statement of goals and aspirations, unusual personal or family circumstances, and an outside appraisal. Applications from college-bound students and vocational-technical school students are evaluated in two separate groups. Once scholarship recipients are selected, financial data is reviewed to determine the amount of each award, ranging from \$1,000 to \$2,000. Recipients who choose not to supply the requested financial information will be eligible to receive a minimum award only.

Selection of recipients is made by Scholarship America. In no instance does any officer or employee of BNE play a part in the selection. All applicants agree to accept the decision as final.

Applicants will be notified in June. Not all applicants to the program will be selected as recipients. Students may reapply to the program each year they meet eligibility requirements.

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## PAYMENT OF SCHOLARSHIPS

Scholarship America processes James H. Waters scholarship payments on behalf of BNE. Payments are made in equal installments in early August and mid-December. Checks are mailed to each recipient's home address and are made payable to the school for the student. Employees must remain employed at the time checks are issued.

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## OBLIGATIONS

Recipients have no obligation to BNE. They are, however, required to notify Scholarship America of any changes of address, school enrollment, or other relevant information and to send a complete transcript when requested. The recipient employee/recipient employee parent must continue working part-time for BNE if a suitable worksite exists near their school site. If they cannot, they need to work during the holiday seasons and any breaks.

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## REVISIONS

BNE reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time including termination of the program.

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## ADDITIONAL INFORMATION

Questions regarding the scholarship program should be addressed to:

James H. Waters Scholarship Program  
Scholarship America  
One Scholarship Way  
Saint Peter, MN 56082

Telephone: (507) 931-1682

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## INSTRUCTIONS FOR COMPLETING THE FINANCIAL DATA SECTION OF THE APPLICATION

The Financial Data section of the application should be completed by the employee. Information should be from a completed tax return or based on estimated information to be filed with the IRS.

1. **State of residence** is the state where the parents reside and pay state income tax.
2. **Adjusted gross income** can be found on IRS FORM 1040 and is gross income reduced by specific adjustments allowed by law.
3. **Total federal tax paid** includes the total amount of **federal** income tax to be paid as reported on IRS FORM 1040. This is **not** the amount withheld from employee's paychecks. (The amount withheld should be adjusted by any refund or additional taxes due.) Do **not** report state income tax.
4. **Total income** of parent(s) should be reported individually. Provide information for both natural parents, when possible. **If the student resides with only one parent**, financial information **must** be received from the employee or member of the company sponsoring the scholarship program **and** from the parent who claims the child as a dependent for tax purposes. If a parent has remarried, the spouse's information is required if the spouse is a legal guardian of the student, or claims the student as a dependent, or the student is included in the spouse's benefit plan. **If necessary, two Financial Data sections may be submitted by the student.** A copy of the Financial Data section may be made in order for one to be completed by each parent.
5. **Untaxed income and benefits** include any other income or benefits not included in the adjusted gross income figure. Do not include untaxed contributions to retirement plans.
6. **Medical and dental expenses** include only those expenses not paid by insurance. Do not include premium payments.
7. **Total cash, checking, savings, cash value of stocks, etc.**, includes liquid assets that can be used for educational expenses. **Do not include** IRA, 401k, or other retirement plan funds.
8. **Total number of family members living in the household** and primarily supported by the reported income may include:
  - the applicant
  - the applicant's parents
  - other children living in the household
  - dependent college students living away from home
  - other people who live in the household and receive more than half of their support from the reported incomeIndependent students should only report those individuals who are supported by the reported income.
9. **Marital status** is the current status of the person from whom the financial information is submitted.
10. **Of the total number of family members on line 8, number of students attending college** includes family members attending a two- or four-year college, university, or vocational-technical school at least half-time. Include the applicant in this number. Do not include parents.

**NOTE:** Any exceptions to providing financial information as instructed above must be submitted to Scholarship America in writing.