

SCHOLARSHIP RULES AND REGULATIONS FOR OUTSTANDING TEENS

1. Scholarship Usage:

- a. Scholarships may be expended for current college/university tuition, on-campus room and board, and course books. Course books will be reimbursed only when accompanied by a course syllabus (for an enrolled course) that specifies that the book(s) is required.
- b. Online classes and studies abroad may be considered for payment and paid upon the full examination and at the discretion of the MCOTeen Scholarship Committee. (Please contact the MCOTeen Scholarship Chair 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/quarter 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 MCOTeen Scholarship Committee.
- f. Scholarships may be used to pay for student loans. Required documentation is specified on the current scholarship application form.

2. Requesting Usage

- a. The current application form(s) must be fully completed, and all required documentation must be attached.
- b. Unless prior permission is granted, all original documentation must be mailed (not faxed or e-mailed) to the address listed on the application form.
- c. Requests for scholarships are processed upon receipt of all required documentation as described on the application form.
- d. Scholarships will not be paid for a tuition statement that shows a “zero” balance for the current semester or quarter. MCOTeen 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 or quarter 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 or quarter. (Checks are not written until AFTER the “add-drop” date. This is due to potential changes in the current semester/quarter class schedule.)

- g. Tuition statements must show the number of semester or quarter hours for the current semester or quarter. (If your statement does not show this information, a copy of the student's class schedule will suffice.)
- h. If a state teen scholarship recipient wins a state Miss title BEFORE she has exhausted the use of her teen scholarship, she must inform the MCOTeen Scholarship Chairman, in writing, and make the proper arrangements regarding any future payments of the teen scholarship.

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 or quarter.)
- c. Candidate must maintain a minimum of 12 credit hours per semester or quarter to be considered a full-time student
- d. Part time students must maintain 9 credit hours per semester or quarter.
- e. Summer courses must be a minimum of 9 hours.

4. Usage and Forfeiture

- a. Candidates receiving scholarships at the state level must use the scholarships won at the local level prior to applying for state level funds.
- b. Verification must be submitted, in writing, from the Local Executive Director, that all local money has been exhausted, without forfeiture. If any part of a local scholarship is forfeited, the state scholarship is also forfeited.
- c. State scholarship usage must begin within one year of high school graduation. Since dates for high school graduation vary across the state, MCOTeen uses a universal date of May 31 of the candidate's graduation year. All scholarship monies will be forfeited if use does not begin within this time frame, subject to the provisions of the Application for Extension.
- 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 candidate's scholarship monies, she may submit a written request for an extension of one year. 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**, MCOTeen 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 candidate 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, provided that an extension has not been granted.
- h. Extension requests can be accepted via e-mail, fax or a trackable mail service. If an extension has been granted, the candidate will receive a communication from the MCOTeen Scholarship Committee. Do not assume an extension has been granted until written approval is received.
- i. It is the responsibility of the candidate to maintain contact with the state organization regarding all scholarship payments. **MCOTeen IS NOT RESPONSIBLE FOR MAINTAINING A CALENDAR OF GRADUATION DATES FOR ITS PARTICIPANTS.**

5. Disputes

- a. All disputes must be sent, in writing, to the Scholarship Committee.
- b. All disputes will be fairly examined by the MCOTeen 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.

We, _____, have read and understand

(Printed Names of Outstanding Teen and Parent)

the Miss California's Outstanding Teen Scholarship Rules and Regulations.

Signature of Contestant

Date Signed

Signature of Parent

Date Signed

Executive Director Signature

Date Signed