

**Distinguished Young Woman of Michigan Scholarship Program
Rules and Regulations**

1. In accepting a scholarship, the recipient accepts all responsibilities written and implied by Distinguished Young Women of Michigan Scholarship Program. A recipient must advise the Distinguished Young Women of Michigan Scholarship Program her educational plans far enough in advance to satisfy the Rules and Regulations, and she must keep the state program informed of changes in her educational institution, course of study, educational plans, and contact information.

2. The Michigan State Program will provide the recipient with two copies of its Rules and Regulations. Before the state program will disburse any scholarship funds, the recipient must sign, date, and return one of the copies to the state program. A scholarship recipient must also complete the Scholarship Funds Request and Transcript Release Statement, as required by the State Program.

3. The Michigan State Program will administer scholarships in the best interest of the recipient and in keeping with the Rules and Regulations set forth by the Distinguished Young Woman of Michigan Scholarship Program.

4. The state program will investigate and determine if the educational institution chosen by the scholarship recipient is an accredited and bona fide institution, or otherwise acceptable to the Board. When institutions or educational organizations are local in nature and not nationally known or recognized, the Board will approve the expenditure based on catalogs, references and/or other information.

5. A scholarship recipient must enroll full-time at an approved school or institution by the fall term following her high school graduation. Additionally, if the State Program does not receive a Scholarship Funds Request, or a written request for deferment, from the scholarship recipient within 12 months following high school graduation, the Michigan State Program will automatically forfeit the scholarship. Example, a winner graduates in 2012 she must enroll in school by Fall 2012. If she has other funding sources and does not need the DYW funds, a request for deferment must be made or the funds will be forfeited one year from her high school graduation.

6. The recipient has five (5) years to use all of her funds and must always be enrolled in her program of study, except for customary vacation periods. A scholarship recipient may request an extension of the five-year limit to complete her studies if necessary. The request must be made in writing to the State of Michigan Board of Directors approval.

7. The recipient may apply the scholarship funds to registration and other academic fees, tuition, textbooks and supplies, and other incidental, appropriate educational expenses. The recipient must refer all unusual or questionable expense items to the State's Board of Directors. She must give as much information as possible and far enough in advance for Board consideration and approval. Amounts received as scholarship payments are taxable income to the extent that they exceed qualified tuition

and related expenses. A recipient should consult a tax adviser to determine if her scholarship payments require the recipient to file a federal and/or state income tax return for the years she receives such payments.

8. The State will make all approved expenditures directly to the individual recipient.

9. If requested from the State, a scholarship recipient must submit to the State, either personally, or through the educational institution attended, transcripts at the end of each academic term to which scholarship funds are applied, and/or such other reasonable reports as required by the Board evidencing that the recipient used the funds for the intended purpose. Failure to comply with this requirement and/or failure to comply with other regulations stated herein may be cause for forfeiture of the balance of the scholarship.

10. In the event the State's Board of Directors determines to discontinue the scholarship, forfeited scholarship funds will revert to the state program for future scholarship awards.

11. By signing these Rules and Regulations, the recipient understands that the Board will automatically forfeit any balance of scholarship funds if: (A) The State does not receive a Scholarship Funds Request or a written request for deferment within twelve (12) months of the recipient's high school graduation as described in Rule 5, (B) The State does not receive written communication requesting a deferment of any unused funds from a scholarship recipient by the end of the five-year period described in Rule 6, or (C) The State receives the appropriate request but it is denied by the State's Board of Directors.

Scholarship Recipient:

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Signature	Date
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Printed Name Program	

Please mail a signed and dated copy of these Rules and Regulations to the Distinguished Young Woman of Michigan's treasurer's office along with a signed Funds Request. For answers to questions regarding scholarship rules and regulations, you may contact the Distinguished Young Women of Michigan Scholarship Program at Michigan@Distinguishedyw.org. or call Pat Hermatz at 734-664-5735.

Please mail all scholarship forms to: Distinguished Young Woman of Michigan Scholarship Program c/o Pat Hermatz 37955 Glenwood, Wayne MI 48184

Scholarship Funds Request
Distinguished Young Women of Michigan Scholarship Program

ALLOW 30 DAYS FOR PROCESSING – SUBMIT ALL REQUIRED INFORMATION

Mail form to: Pat Hermatz 37955 Glenwood, Wayne MI 48184 Phone: 734-664-5735

Section A: Funds Request

I will attend _____ in _____
Name of School Location

Beginning ____/____. My school reports grades each _____
Month Year Quarter/Semester

I anticipate using my scholarship during the _____ term of _____
Year

Signature _____ Please send me a check in the amount of \$ _____.

WE REQUIRE ALL THE INFORMATION BELOW TO PROCESS YOUR REQUEST!

Print your name _____

Address _____ City: _____

State _____ Zip Code: _____ Email: _____

Telephone (_____) _____ Social Security Number _____

Signature _____ Date _____

Name and year of all Distinguished Young Women programs for which you will receive funds.

Section B: Transcript Release Statement

In consideration of the academic scholarship awarded me and administered by the Distinguished Young Women of Michigan, I authorize _____ or any other educational institution I may attend to furnish the DYW of Michigan with certified transcripts of grades and credits earned by me at the end of each grading period. This authorization will remain in effect for as long as I am a recipient of scholarship funds from the foundation and for such periods as I use the funds.

Signature _____ Date _____

Your completed request must include: Scholarship Funds Request Form, signed Scholarship Rules and Regulations, and proof of enrollment in school (a copy of your schedule or tuition statement). Unsigned or incomplete forms will delay processing your request!