

Scholarship Distribution Policy

Once a student is awarded a monetary scholarship through the Collision Repair Education Foundation, the student must follow the policy guidelines that are outlined in this “Scholarship Distribution Policy” to redeem the award.

High School (Secondary) Students

If the student awarded the scholarship is a secondary student, and he/she has any immediate tuition, book, or collision supply needs, he/she may follow the procedures outlined below.

If the student does not have any immediate tuition, book, or collision supply needs, he/she can wait until entering a post-secondary institution to redeem the scholarship, as long as that timeframe is before the scholarship expires, and the student will be taking at least one collision course per semester at the post-secondary institution.

College/Community College (Post-Secondary) Students

If the student awarded the scholarship is a post-secondary student with an immediate financial need, he/she may redeem the scholarship. He/she may also wait until the next semester/year, as long as the requirements are met, and the timeframe is not after the scholarship expiration date.

What expenses can be covered by a scholarship from the Collision Repair Education Foundation?

The Education Foundation will pay for the expenses below, if the student is taking at least one auto collision course per semester.

The order in which the items are listed below are the order in which they may be covered by the scholarship award. For example, if a student can show that the tuition and room/board is paid 100% in full and there are no outstanding student loans, then a student may use the scholarship funds for books, tools, safety equipment and supplies.

- **Tuition**
Tuition costs are usually calculated as a “per unit/credit hour” cost or a flat fee. Tuition bills are available each semester and must be forwarded to the Foundation each semester for payment. Checks **will not** automatically be sent to the school; you must follow the directions in this document to request the check.
- **Room and Board**
This is only for student housing that is available on-campus through the school and for dining plans for on-campus dining halls. Depending on the school, this cost might already be included in the tuition costs.
- **Student Loans**
If a student has taken out any student loans for his/her collision education, he/she may apply the scholarship to any current or past outstanding student loans that were taken out for previous semesters, as long as the student had taken at least one collision course each semester.
- **Required books, tools, safety equipment, or collision supplies needed for collision classes or for general education classes**
If a student has used the scholarship for all tuition and student loan expenses and still has an excess balance, a student can utilize the award for books, tools, safety equipment and/or supplies that are required for the class. Please see the section “**Purchasing Policies for Required Books, Tools, Safety Equipment, or Collision Supplies**” for more details.

How to Redeem a Scholarship for Tuition or Room and Board

To redeem the scholarship funds for tuition and/or room and board, the school's business/financial aid office must submit a bill or invoice to the Collision Repair Education Foundation requesting the transfer of funds. The Education Foundation will then send a check directly to the school's business/financial aid office to apply towards the student's tuition and/or room and board costs.

Please provide the school with the following contact information for the Collision Repair Education Foundation:

Collision Repair Education Foundation
ATTN: Melissa Marscin
5125 Trillium Blvd.
Hoffman Estates, IL 60192
847-463-5282/ Fax 847-463-5482
Scholarships@ed-foundation.org

How to Redeem a Scholarship for Student Loans

To redeem the scholarship funds to pay for student loans, the student must submit a copy of his/her student loan statement to the Collision Repair Education Foundation along with a copy of his/her schedule for the time period of the student loans (to prove at least one collision course was taken each semester). The Education Foundation will then send a check directly to the student loan company to apply towards the student's account.

Purchasing Policies for Required Books, Tools, Safety Equipment, or Collision Supplies

The Foundation will **reimburse** a scholarship recipient for any required books, tools, safety equipment, or collision supplies, as long as documentation is provided which shows that it is required.

For clothing purchases that are required for collision classes or general education classes, the following policies apply:

- If the school sells the clothing item that is required, the student must purchase the item directly from the school to be able to use scholarship funds.
- If the school has a specific vendor that sells the item, the student must purchase the item from that vendor, following the order procedures set forth by the school and vendor.
- If the school does not have a specific vendor and the item that is required is generic (ie work pants, work shirts, jeans), the student may purchase the items from any vendor.
 - In this case, please note that the maximum amount allowed to be reimbursed per pair of work pants, work shirts, jeans or pair of shoes is \$50.
- The maximum amount able to be reimbursed is \$250 (for all clothing items).
- Original receipts must be provided for all purchases.

For all other items (books, tools, safety equipment or supplies) that are required for collision classes or general education classes, the following policies apply:

- If the syllabus lists a specific item (such as a specific book name or a specific brand/item number of a tool), the item(s) may be purchased at any vendor. However, it is recommended that the student approach his/her instructor for a recommendation on where to purchase the item(s) from.
- If the syllabus does not list a specific brand/item number, the student must ask his/her instructor for a recommendation on what item to purchase. The instructor must provide a written note approving of the item(s) the student purchases and the note must be included with the paperwork submitted to the Education Foundation.
- Original receipts must be provided for all purchases.

To process the reimbursement, please send the Education Foundation the following items (to the address listed on the top of this page):

- A copy of your syllabus that shows the items are required.
- A note from your instructor approving any items purchased (if no specific brand/item numbers were given).
- Original receipts for the items.
- A letter, which includes your contact information, the address of where to send the check to, and a summary of all reimbursements requested.

Scholarship Expiration and Unused Funds

Unless noted, all scholarships expire on December 31st of the year after the scholarship is awarded. For example, if the student is awarded a scholarship in April 2019, the scholarship would expire December 31, 2020.

Any unused funds will be forfeited by the student.

Additional Notes

If a student does not complete his/her education, or the student utilizes the funding for something that does not directly or indirectly support the student's education in collision repair, the Education Foundation does have the right to require the scholarship funds be returned.

In addition, the Education Foundation has the right not to distribute an award if a student does not have any expenses that are eligible to be covered by the scholarship.

ANY QUESTIONS, PLEASE CONTACT:

Collision Repair Education Foundation

ATTN: Janet Marczyk

5125 Trillium Blvd.

Hoffman Estates, IL 60192

847-463-5283/ Fax 847-463-5482

Scholarships@ed-foundation.org

After reviewing this Scholarship Distribution Policy, please signify that you have read and understand the policy by printing and signing your name below, and returning this form to the Collision Repair Education Foundation to the address above:

Sign Name: _____

Print Name: _____

Date: _____