

Frequently Asked Questions

[Who is eligible to apply?](#)

[When is the deadline?](#)

[What are the details of the award?](#)

[What are the selection criteria?](#)

[How and when will I receive notification?](#)

[What are my responsibilities if I am chosen as a recipient?](#)

[How and when are checks issued?](#)

[Are scholarships taxable?](#)

[Where and when should I send my supporting documents?](#)

[Program Administration](#)

[Questions](#)

Who is eligible to apply?

Applicants must meet **all** of the following criteria:

- Must be an NASE Member in good standing.
- Dues must be current at the time of application and when the scholarship is funded.
- Members who are employees of the NASE, sales associates, field service representatives, or contracted by the NASE are not eligible for this program.

When is the deadline?

June 1, 2011

What are the details of the award?

- The NASE will award multiple scholarships of up to \$4,000 to business owners pursuing continuing education, including seminars, certification and university or college classes.
- Scholarships will be awarded annually and are not renewable.
- The number of awards will be determined by the number of applicants and the funds available.
- Funds are available for courses, seminars, etc., to be completed between August 1, 2011 and August 1, 2012.

What are the selection criteria?

- Criteria used in evaluating applications and awarding scholarships include:
 - The potential of the scholarship to satisfy a business need
 - The potential impact of the course on overall business growth and success

Succeed Scholarships are awarded at the sole discretion of the NASE. The NASE has the discretion to make no awards or present a higher or lower amount than requested. Decisions of the selection committees are final and are not subject to appeal. No application feedback will be given.

How and when will I receive notification?

- Notifications are sent to recipients and applicants not selected to receive an award **by email** approximately two months after the final deadline.
- Add info@applyists.com to your email address book or "safe senders list" so these important emails are not sent to your junk mail folder.
- **Do not 'opt out' of any email sent from info@applyists.com. You may not receive vital information regarding your scholarship applications.**

Note: Your email address will only be used to communicate with you about your scholarship applications or other opportunities administered by ISTS for which you may be eligible to apply. We will not provide your email address to any third-parties.

What are my responsibilities if I am chosen as a recipient?

- The funds must be used to pay for approved course only.
- Recipients must maintain records showing use of the scholarship funds.
- Recipients agree that the NASE has the right to publicize names, business name, amount awarded and photographs of the recipients.

How and when are checks issued?

Checks will be issued within 30 days after all signed usage and required regulatory documents are received by the NASE.

Are scholarships taxable?

Tax laws vary by country. In the United States, scholarship funds used exclusively for the payment of tuition or textbooks are normally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against your scholarship award. We recommend consulting your tax advisor for more guidance. You may also consult IRS Publication 970 for further information (<http://www.irs.gov/pub/irs-pdf/p970.pdf>). If the scholarship funds will be used for seminars, trainings or certificate programs as opposed to a class at a college or university, the scholarship funds are taxable. The NASE will provide recipients with 1099 forms as necessary at tax time.

Where and when should I send my supporting documents?

- Upload your required documents online. If you are unable to upload them, mail or fax your supporting documents following the instructions printed from your online application. If you do not follow the instructions exactly your application may not be considered.
- Your submission must be complete by June 1, 2011.

Program Administration

To assure complete impartiality in selection of winners and to maintain a high level of professionalism, the program is administered by International Scholarship and Tuition Services, Inc., a firm that specializes in managing sponsored scholarship programs.

Questions

For additional information regarding the Succeed Scholarship contact ISTS by email at contactus@applyists.com. When emailing please include the name of the scholarship program or sponsor, NASE.