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### **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?**

There will be two application periods for the NASE Succeed Scholarship Program in 2012. Applications will be accepted from **January 1, 2012 through March 31, 2012**, and from **June 1, 2012 through August 31, 2012**.

### **What are the details of the award?**

- The NASE will award multiple scholarships of up to \$4,000 to business owners pursuing continuing education and/or training, 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, 2012 - August 1, 2013 for the first application period and January 1, 2013 – January 1, 2014 for the second application period.
- If you apply for the first application period and are **not** selected as an award recipient, you may choose to apply again during the second application period. However, if you are awarded the first application period, you will not be considered for the second application period and should not attempt to re-apply.

### **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-and-a-half months after the final deadline, for each application period.
- Add [info@applyists.com](mailto: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. Doing so may result in you not receiving 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(s) 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 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 postmarked by March 31, 2012 to be considered for the first application period. Submissions considered for the second application period must be postmarked by August 31, 2012.

### **Program Administration**

To assure complete impartiality in selection of winners and to maintain a high level of professionalism, the NASE Succeed Scholarship 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 NASE Succeed Scholarship Program contact ISTS by email at [contactus@applyists.com](mailto:contactus@applyists.com). When emailing please include the name of the scholarship program or sponsor, NASE.