

# Ontario Tenpin Bowl Association

## Scholarship Policy

### Scholarship Management

This program will manage and disburse scholarship funds held in trust for recipients of such awards. This program will check scholarship availability, receive and approve scholarship use requests, and disburse checks from the fund.

### Scholarship Policy

Scholarships from this fund will be available to the eligible recipients until their 25<sup>th</sup> birth date. Scholarship funds are not transferable, and only the individual issued the funds may receive them. Unclaimed funds will be available to the organization which issued the scholarship. The organization can then, as they see fit, reissue these funds as additional scholarships. Interest accrued by the fund, less expenses will be credited to the organizations that have contributed to the fund. If the issuing organization, or individual no longer exists, unclaimed funds will remain in the OTBA scholarship fund for future dispersion.

### Scholarship Use

Individuals may use the scholarship funds at the following approved educational institutions: accredited universities, and colleges, business schools, continuing education courses, driver's Ed., educational camps, or seminars, trade schools, apprenticeship courses, professional development seminars and workshops. Funds may also be used to attend bowling camps, or to cover the cost of bowling lessons. The funds may be used for tuition fees, books, housing fees, required class supplies and equipment necessary for the successful completion of a course or program. It should be noted that using scholarship funds may be considered a taxable income, and need to be declared when filing an income tax return.

### Scholarship Requests

A scholarship recipient can contact OTBA to request a scholarship check or invoice payment. All requests must be in writing and contain the following information; Recipient's name, Address, Name of the Institution they are attending, student number, age, and complete address of the institution that the check will be sent too. A request for reimbursement of funds may be made upon submission of all receipts of money paid to an institution for tuition, books, supplies, or equipment. (no receipt – no payment) If a recipient drops out of school or leaves early, any funds not used, must be returned to OTBA scholarship fund. Returned funds will continue to be available to the recipient until no longer eligible. Request forms are available on our website. [www.otba.ca](http://www.otba.ca)