



## **Request Awarded Scholarships from the AJM Scholarship Foundation**

If the national Scholarship Foundation is holding scholarships from your local or state program, or from the National Finals, you may claim your scholarships after you enroll in an accredited college or university. *\*\*NOTE: Programs in AL, CA, IN, IA, KY, MI, MD, MS, OH, PA, and WI manage their scholarships. See website for how to contact your state – [www.DistinguishedYW.org/Scholarships](http://www.DistinguishedYW.org/Scholarships).*

You must:

1. Read and sign a copy of the **Scholarship Rules and Regulations** (e-sign available)
2. Complete a **Scholarship Funds Request Form** (e-sign available)
  1. If a payment is to go to the school, include a current tuition statement showing what is owed.
  2. If a reimbursement request, include receipts and/or cancelled checks.
3. Provide to us **proof of full-time enrollment** (i.e. class schedule)

You can email, fax, or mail these to the Scholarship Foundation.

EMAIL: [Foundation@DistinguishedYW.org](mailto:Foundation@DistinguishedYW.org)  
FAX: 251.431.0063  
MAIL: AJM Scholarship Foundation  
751 Government Street  
Mobile, AL 36602

Questions?

Call the Foundation Administrator at 251.380.7680 or email [Foundation@DistinguishedYW.org](mailto:Foundation@DistinguishedYW.org).

# Distinguished Young Women Scholarship Funds Request

**ALLOW 30 DAYS FOR PROCESSING – SUBMIT ALL REQUIRED ITEMS**

Email, Mail or Fax form: [Foundation@DistinguishedYW.org](mailto:Foundation@DistinguishedYW.org) |

AJM Scholarship Foundation, 751 Government Street, Mobile, AL 36602 | 251.431.0063f

## SECTION A: FUNDS REQUEST

I will attend \_\_\_\_\_ in \_\_\_\_\_.  
Name of School City, State

Beginning \_\_\_\_\_ / \_\_\_\_\_. My school reports grades each  Quarter /  Semester.  
Month Year Check One

I anticipate using my scholarship during the \_\_\_\_\_ term of \_\_\_\_\_.  
Year

Please check the box below to indicate how we should disburse the funds:

**Payment to the school:** please send a check payable to the school in the amount of \$\_\_\_\_\_. The funds are due by \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ (MM/DD/YYYY).

*\*Please include the address of the Scholarship/Student Accounts office in your paperwork*

**Reimbursement:** I have paid my expenses and submit receipts and/or copies of cancelled checks for reimbursement in the amount of \$\_\_\_\_\_.

WE REQUIRE ALL THE INFORMATION BELOW TO PROCESS YOUR REQUEST:

\_\_\_\_\_  
Print your name Signature

\_\_\_\_\_  
Address

( \_\_\_\_\_ ) \_\_\_\_\_  
Phone Social Security Number Date

\_\_\_\_\_  
E-mail Name and year of all DYW programs you received funds

## SECTION B: TRANSCRIPT RELEASE STATEMENT

In consideration of the academic scholarship awarded me and administered by the America's Junior Miss Scholarship Foundation, I authorize \_\_\_\_\_ or any other educational institution I may attend to furnish the Foundation 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**

*\*If requesting we submit a payment to your school, include current tuition statement showing what is owed*

*\*If a reimbursement request, include receipts and/or cancelled checks*

**Signed Scholarship Rules and Regulations**

**Proof of full-time enrollment** i.e. a copy of your schedule

*\*an acceptance letter is not proof of enrollment*

For Internal Use Only

Acct# \_\_\_\_\_

Balance \$ \_\_\_\_\_

Date \_\_\_\_\_

**Unsigned or incomplete forms will delay processing your request!**

Revised 9/13/21



## Rules and Regulations

1. In accepting a scholarship, the recipient accepts all responsibilities written and implied by Distinguished Young Women (formerly America's Junior Miss Scholarship Program), and the America's Junior Miss Scholarship Foundation, Inc. A recipient must advise the Foundation's Board of Directors of her educational plans far enough in advance to satisfy the Foundation's Rules and Regulations, and she must keep the Foundation informed of changes in her educational institution, course of study, educational plans, and contact information.
2. The Foundation will provide the recipient with two copies of its Rules and Regulations. Before the Foundation will disburse any scholarship funds, the recipient must sign, date, and return one of the copies to the Foundation. A scholarship recipient must also complete the Scholarship Funds Request and Transcript Release Statement, as required by the Foundation and the Internal Revenue Service.
3. The Foundation shall work in close harmony with Distinguished Young Women toward the common aims and purposes of the Distinguished Young Women Program. The Foundation will administer scholarships in the best interest of the recipient and in keeping with the Rules and Regulations set forth by the Foundation, the Internal Revenue Service, and/or Distinguished Young Women.
4. The Foundation 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 Foundation 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 Foundation 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 Foundation for the 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 Foundation'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 Foundation will make all approved expenditures directly to the college, university or other accredited institution unless the recipient provides paid receipts and/or copies of canceled checks which qualify the expense for reimbursement to the payer or scholarship recipient.
9. If requested from the Foundation, a scholarship recipient must submit to the Foundation, 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 Foundation's Board of Directors determines to discontinue the scholarship, forfeited scholarship funds will revert to the awarding program(s) 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 Foundation 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 Foundation 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 Foundation receives the appropriate request but it is denied by the Foundation Board of Directors.

Scholarship Recipient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Name (include state): \_\_\_\_\_

Please email, mail or fax a signed and dated copy of these Rules and Regulations to the AJM Foundation along with a [Scholarship Funds Request](#). For answers to questions regarding scholarship rules and regulations, you may contact the America's Junior Miss Scholarship Foundation by email at [Foundation@DistinguishedYW.org](mailto:Foundation@DistinguishedYW.org), mail at 751 Government Street, Mobile, AL 36602; or telephone at 251.380.7680.