



# QUEENS CARE

## ***John Joseph Brandlin Memorial Scholarship Fund***

### ***Frequently Asked Questions***

- *How do I apply for a scholarship?*

Most students apply for our scholarships through school, college, or university financial aid offices. There are several online resources to assist you in your search. These include:

FinAid	<a href="http://www.finaid.org">www.finaid.org</a>
College Board	<a href="http://www.collegeboard.org">www.collegeboard.org</a>
FastWeb	<a href="http://www.fastweb.com">www.fastweb.com</a>
College Net	<a href="http://www.collegenet.com">www.collegenet.com</a>
Scholarships.com	<a href="http://www.scholarships.com">www.scholarships.com</a>
Sallie Mae Fund	<a href="http://www.salliemae.com">www.salliemae.com</a>

- *What does full-time status mean?*

Full-time status means that you are enrolled in a course load at your school that is greater than what part-time students carry. Each school will have a different unit minimum, although full-time status typically involves at least three to four courses. For example, at a community college full-time status is equal to a course load of 12 units. It is your responsibility to check with your college or university to ensure that you are meeting the minimum requirement(s) applicable to your award.

- *Will I have to pay taxes on this scholarship award?*

If your scholarship is used for tuition, fees, books, supplies and/or equipment required for enrollment or class attendance, the award is not taxable. A good resource on this topic can be found at [www.irs.gov/faqs](http://www.irs.gov/faqs).

- *How do I receive my scholarship award?*

Once you have submitted the Scholarship Acceptance/Renewal Form to our office, we will send a check in late summer, before the start of the fall semester, to your college or university's financial aid office or bookstore on your behalf. If sent to the financial aid office, the award will be applied to your school account to cover tuition and other related school fees. If you choose to have the award paid to the campus bookstore, an account in your name will be established that you may use to purchase books and other school materials. (Please confirm with your college or university that a bookstore account can be opened with your scholarship award under your name.) The award is intended to cover the entire academic year, unless otherwise specified.

**You will receive a copy of the letter we send to the financial aid office or the bookstore, so that you are notified when funds have been disbursed.** You may then go to the financial aid office/bookstore to claim your scholarship award. Please note that every college financial aid office has a different policy for applying scholarship awards; please talk with your financial aid officer ahead of time if you have questions about how the scholarship will be distributed.

- *What if I don't know what my Student Identification Number is yet?*

Colleges and universities need the Student Identification Number to process scholarship awards, in case there is more than one student with the same name. If you do not know your Student Identification Number yet, please contact your school to determine what it is. If you are still unable to identify your Student Identification Number, list the last four digits of your Social Security Number instead.

- *What if I do not know what my dorm/school address is yet?*

Please state "Not yet known" and be sure to contact QueensCare once you do know your school address. This way we can contact you during the school year, if necessary. It is your responsibility to ensure that QueensCare has your current contact information on file. Please feel free to contact QueensCare scholarship staff members anytime throughout the year to provide them with your updated contact information.

- *I'm concerned that the school's financial aid department will take away funds from my financial aid package because of my scholarship.*

We communicate with your college or university specifically regarding this issue and instruct the financial aid office to apply your scholarship funds to the "self-help" portion of your financial aid package, rather than reduce the aid already made available to you. The following is an excerpt from the instructions we give schools:

*"Grant aid previously offered to the student should not be reduced unless federal or state law requires the reduction. The timing of the scholarship's application to the student's account may be flexible to best accommodate the student's financial needs. If the student's account is paid in full, the scholarship may be refunded to the student for other cost of attendance expenses."*

Alternatively, some scholars choose the bookstore option to avoid having their financial aid packages affected by the scholarship. **Please note that if the college or university does not allow scholarship awards to be applied to a bookstore account, the award will instead go to the financial aid office. (Please confirm with your college or university that a bookstore account can be opened with your scholarship award under your name.)**

Please contact us if you encounter problems when working with your financial aid office, and we will be happy to assist you as needed.

- *How do I renew my scholarship?*

The Brandlin Memorial Scholarship Fund is an annual scholarship. Unless otherwise specified in the award letter, you will need to reapply each year. To renew your scholarship, you must complete the **Scholarship Renewal Application** annually and send us a copy of your most recent transcript at the completion of each school year. This transcript is used to verify that you have maintained your enrollment, and have met all other requirements, such as GPA, that may be relevant to your scholarship. You must also submit a one-to-two-page report detailing your progress in school. Toward the end of each academic year, you will receive the Scholarship Renewal Form and a letter reminding you to forward the requested information to our office **by May 1st**.

- *I was not able to return the Renewal Application by the deadline. Can I still apply?*

The application review committee only meets once a year. If your application is not received by the deadline, you will have to reapply the following academic year. Remember, it takes time for QueensCare to issue the check and for your school's financial aid office or bookstore to process all the checks, especially at the beginning of the fall semester.

- *If my scholarship is renewed, how quickly will my scholarship award be processed and sent to my school financial aid office or bookstore?*

Once you have received notification of award, we will send a check in late summer before the start of the fall semester, to the financial aid office or bookstore on your behalf.

- *When submitting my Scholarship Renewal Form, can I send unofficial transcripts?*

Yes, unofficial college transcripts are acceptable for conditional approval. If your scholarship is renewed, we must receive an official transcript before the funds will be released. The deadline for the official transcript is the second Tuesday in June. Transcripts need to include student's name and/or Student Identification Number. If only the Student's Identification Number is printed, please also submit a copy of your current student identification card that clearly states your name and identification number.

- *What if my scholarship is awarded after school has started?*

Most of our scholars are notified in late spring when they have been selected for an award, prior to the start of the fall semester. If you are selected for a scholarship at an alternative time of the year, it takes approximately three weeks to process a scholarship award once it has been approved and you have returned the Scholarship Acceptance Form. **Regardless of the month students are selected, all scholarship payments will be made directly to either the financial aid office or bookstore at the college or university.**

- *Who do I contact if the financial aid office or bookstore cannot find my scholarship award check?*

Remember that it takes time for your school's financial aid office or bookstore to process all the checks received, especially at the beginning of the semester. If three weeks have passed after receiving your copy of the disbursement letter, please call your college or university first

to confirm that they have received your scholarship award. If you continue to have a problem, please contact QueensCare.

- *I decided not to attend University A and instead will be enrolling at University B. Will University A refund my scholarship or send it to University B?*

Please contact University A's Financial Aid Office and request that they refund the money in full to QueensCare as soon as possible. They will probably do this anyhow but receiving a call from you might help speed the process along. **We cannot re-issue the scholarship to your new school until the funds have been returned.** Since processing refunds sometimes take a long time at schools, please be aware that your scholarship may not be sent to your new school as quickly as you would like. Once the refund has been processed, contact our office, and provide us with your new school's information. We will send you a copy of the disbursement letter so that you will know when the disbursement has been made.