

How to Claim Your 2013 Shooting Stars Scholarship Funds

- A. Upon notification of awarded scholarship, Scholarship recipients are asked to send a thank you note to their Johnson County Commissioner for supporting the Shooting Stars Program and The Arts Council of Johnson County.
 - Scholarship recipient then submits a copy of the thank you to The Arts Council of Johnson County (ACJC).
- B. Provide written information to The Arts Council of Johnson County by September 1, 2013 about when you plan to use the scholarship funds, i.e. use for fall semester of 2013, ACJC hold funds in escrow until spring semester of 2014, ACJC hold funds in escrow until fall semester of 2014.

IMPORTANT: If written directive about use of funds is not received by September 1, 2013, the scholarship funds will be forfeited by the scholarship recipient.

- C. Awarded scholarship funds can only be used for tuition expenses (not for books, housing, meals, computer or parking fees, etc.)
- D. To process/claim the funds, the scholarship recipients must provide the following documentation (on official school letterhead) to The Arts Council of Johnson County.
 1. **Verification of enrollment** for the current/upcoming semester; student identification number must be included in the body (text) of the document (handwritten/mailed student ID# will not be accepted)
 2. **Statement of tuition costs and tuition balance due** for semester they are using the scholarship funds for (balance due for tuition costs cannot equal zero for funds to be released). *Online account statements are accepted as long as they show a separate line item for tuition costs and tuition balance due.*

Note: Scholarship recipient can check with their school's financial aid or bursar's office about where to obtain enrollment verification (including student ID#) and tuition cost/balance due statement.
 3. **Written statement** from scholarship recipient or parents about **how much of their scholarship funds** they want to use for the current semester (all or part of available funds)
 4. **Copy of the thank you note/email** the Scholarship winner sent to their Johnson County Commissioner
 5. Send required documentation to ACJC via email or mail:
 - email a scanned copy to artsjoco@artsjoco.org
 - mail original to: Arts Council of Johnson County, 15301 W 87th St Pkwy, Ste B40, Lenexa, KS 66219

Note: a minimum of ten (10) business days is required for processing of all scholarship funds.

- E. Scholarship recipients may choose to defer use of their scholarship funds for up to two (2) years. ACJC will hold the funds in escrow for up to two (2) years or until September 1, 2015 if the scholarship recipient:
 1. Provides written notification of their intent to defer use of the funds to ACJC by September 1, 2013 and continues to provide written notification for as time progresses.

Example: Scholarship recipient requests ACJC to hold scholarship funds until September 1, 2014. Recipient must then submit a written request to use deferred funds for 2014 fall semester or for ACJC to continue to hold funds for later use (up until September 1, 2015).

Important: ACJC must receive either request by September 1, 2014, or scholarship funds will be forfeited.

2. Once deferred time is up, recipient must submit required documentation for the semester the recipient wishes to use the deferred funds for.
 3. *Scholarship recipient will forfeit all rights to scholarship funds if written notification for deferred use of funds is not provided to ACJC by September 1, 2013, or recipient does not submit written notification for use once the granted deferred period is over.*
- G. Scholarship funds will be paid directly to the scholarship recipient's school once ACJC receives all of the required documentation. A copy of the correspondence will be mailed to the recipient's home address.