



# Hip-Hop Chess Federation Scholarship Programs

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## Section I

# Guide to claiming your scholarship funds

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Your scholarship value is displayed on your HHCF Scholarship Award Certificate. Claims are limited to the amount stated on your award certificate and funds are issued in accordance with the guidelines set fourth in your participation documentation along with the terms stated below.

To get the most out of your scholarship, you need to be aware of how your scholarship can be used and how to make claims. Read this document in full.

According to your agreement, you are entitled to claim the following items:

- Qualifying education application cost, registration cost, course work
- Materials required to completed course work in which a student is enrolled in
  - these claims must be approved by Hip-Hop Chess Federation before award can be granted
- Textbooks, course materials, uniforms etc
  - these claims must be approved by Hip-Hop Chess Federation before award can be granted
- Tutoring to assist student increase GPA, passing state exam, SAT
  - these claims must be approved by Hip-Hop Chess Federation before award can be granted

### ***Documents required to complete claim***

1. Completed Hip-Hop Chess Federation Scholarship Programs Form

2. Copy of official school transcript (if the school requires payment for this, please submit an unofficial transcript for application process and the HHCF will work with you and your school to get an official transcript at no cost to you)
3. Copy of invoice, bill, purchase order or other supporting document that reflects the cost of the claim you are submitting. Must include payee name, address and account number.
4. Any additional documents you believe will assist in the processing of your claim.

## **Textbook or other course related material claims**

All texts and other course related materials, such as uniforms, need to be approved by Hip-Hop Chess Federation (HHCF) prior to claims being made. HHCF will decide what costs/materials they are willing to fund. Therefore, if you are considering new equipment on the assumption that they will be funded by HHCF, you should contact them first for approval (approval will be supplied in writing, the HHCF and its associates are not authorized to join in a verbal approval with claimant). These claims will be reimbursed in the next award month.

To claim texts or other course related materials you will need to provide HHCF with the following:

- a claim form
- a copy of receipts

## **Common Questions and FAQ's**

- **How long does the claim process take? When will I know if my claim has been approved?** Four times a year, HHCF makes scholarship/grant payments. It is recommended that you place your claim as soon as you believe there is a need for the funds. Approval is usually submitted no less than three weeks prior to the next funds distribution date. Distribution months are January, May, July, and October. In cases of immediate need, the claimant should supply a rush request. For reasonable need, rush claims may be approved but are not guaranteed. If your claim is a rush, please state so by writing RUSH on the top of your claim form; attach a letter explaining the rush need and any documentation that will support your claim. On average, rush request may take up to three weeks to be approved and processed.
- **Are HHCF scholarship grants/awards taxable?** Generally, scholarships used for tuition, fees, books, and supplies are not taxable. Any portion of the scholarship that is used for room and board or miscellaneous expenses is taxable. Consult a tax expert for advice.
- **Are the scholarships sufficient to pay the cost of my college education?** In most cases, no. HHCF scholarships are intended to provide additional support. In addition to HHCF scholarships, you should look into other financial resources to support your educational needs. The HHCF, through generous grants and donations plan to provide full education scholarships in the future.
- **If I am awarded a scholarship, how much will I get?** Some scholarships have set amounts. Awards vary between \$100 to several thousand dollars provided there is sufficient funding. The amount of each award is dependant on funds

provided by sponsors and other fundraising efforts. The Foundation will determine the number and size of scholarships awarded each year.

- **Where can I go to school with these scholarships?**  
Most of the scholarships are for schools anywhere in the United States, unless noted otherwise in the scholarship description. The school needs to be an accredited, non-profit institution. Most colleges or universities fit this category. Most beauty schools and business/travel schools do not. Please call your school directly if you are unsure of its status.
- **Do I need to pay scholarship money back?**  
No, these are charitable grants that do not need to be paid back. If you are refunded any money you received from the HHCF/HSP or Fund by any institution, company or other entity, those funds must be returned to the HHCF immediately. If any information you provided is determined at any time to be false or inaccurate you will be required to return all funds to the HHCF/HSP/FUND.
- **If I am awarded a scholarship, do I get the check?**  
No, the checks go directly to your school's financial aid office.
- **What can my scholarship be used for?**  
Qualified educational expenses: tuition, fees, books, supplies, room and board at a qualified institution, equipment required for enrollment and attend at the eligible educational institution. However, any portion of the awards or earnings used as payment of room and board costs will be subject to federal and California income tax in the year that the funds are used to pay those costs. You must report such amounts to the Internal Revenue Service when filing your tax return. Similarly, any portion of a scholarship award used to pay for qualified higher education expenses at correspondence schools may not be eligible for federal tax-exempt treatment.
- **How do I receive my scholarship?**  
Read and complete the scholarship claim form along with supporting documents. Once all forms and supporting documents are received, the Scholarship Committee will review the documents to ensure they are complete and that the claim falls under the scholarships qualified expenses. After review and approval, a check will be issued to the qualifying entity during the next distribution month. Distribution months are January, May, July, and October. Rush request, please see "How long does it take?" clause above.
- **What happens next year? Will my scholarship continue?**  
Scholarship winners are required to wait a full twelve month period from their original award date to participate in an HHCF Scholarship Tournament or other scholarship award programs. Provided there is sufficient funding, scholarships winners may be able to renewable awards through work at an HHCF designated job site. Students will be required to work a full three months prior to receipt of award. Contact [gaborski@shinkenpublicrelations](mailto:gaborski@shinkenpublicrelations) for details on this program.
- **When can I use my scholarships?**  
Claims can be filed at any time; however funds are distributed only four times per year. Distribution months are January, May, July, and October. Please see process timeline above for details.
- **I read that scholarships must be used at eligible higher educational institutions. How can I find out if the college I plan to attend is an eligible educational institution?**  
The easiest way is to contact the school. The school must be eligible to participate in the U.S. Department of Education Federal Title IV financial aid programs. The U.S. Department of Education maintains a website that provides a listing of eligible post-secondary institutions





Scholarship Fund (Fund) be provided with the following information.

The purpose of requesting this information is to process your withdrawal from your HSP Account in the Fund, containing your scholarship award and earnings, according to the guidelines established under Sections 117 and 529 of the Internal Revenue Code of 1986 and by the State of California. Furnishing your Social Security Number or Taxpayer Identification Number and other requested information is mandatory. Failure to provide the information requested might prevent or delay your withdrawal.

You have the right to access records that pertain to you and that were established from the information you have furnished. Your Social Security Number or Taxpayer Identification Number is used to verify your identity and for federal tax administration purposes involving Section 529 (b)(6) of the Internal Revenue Code of 1986 and is requested pursuant to legal authority contained in the California Code of Regulations, Title 5, Section 31001 and Section 31004. The HHCFB is responsible for maintaining information that you introduce into HHCFB record-keeping system, including information contained in this form.

**Retention of Your Personal Information:** The personal information that you introduce into HHCFB record-keeping system will be maintained for a minimum of two years.

**We Do Not Discriminate:** HHCFB, in compliance with federal statutes and the Equal Protection Clause of the California Constitution, do not discriminate on the basis of race, color, national origin, sex or handicap in any of their policies, procedures, or practices. Inquiries regarding these equal opportunity policies may be directed to HHCFB.

4

## Signature and Certification

### By signing below, I certify the following:

I have read, reviewed, understand and agree to all terms, conditions and provisions presented in this *Qualified Withdrawal Form*, and on the enclosed *Qualified Withdrawal Guidelines* and *Hip-Hop Chess Federation Scholarship Programs' Guidelines*, which are incorporated herein by reference.

Information provided on this form is true and correct and I am the individual identified in Section 1.

This award will not be used for any purpose other than for qualified education expenses while pursuing a education at the school identified in Section 2. Qualified higher education expenses are defined in the *Qualified Withdrawal Guidelines*.

This award is non-transferable.

I acknowledge that if any portion of the withdrawal amount is used for payment of room and board or used to pay expenses at a correspondence school, then I must report such amount to the Internal Revenue Service when filing my income tax return for the year that I withdrew these funds.

No other request has been previously submitted to HSP or the Fund, or to any other qualified tuition program, for reimbursement of these expenses.

I acknowledge I must return to the HSP and/or the Fund any portion of this withdrawal refunded by my school to me (or to any person on my behalf).

To the best of my knowledge, total withdrawals from the Trust for room and board for this academic year have not exceeded the room and board limitations described in the *Qualified Withdrawal Guidelines*.

I certify that I attended a California public or charter school for at least 12 continuous months immediately prior to my first scholarship award under the HSP. I agree that, if requested, I will submit additional school records as evidence of such attendance.

I understand that, if at some later date it is determined that any of my certifications on this form are false or inaccurate, or that any claim or qualified withdrawal information is false or inaccurate, my scholarship award and any applicable earnings remaining in the Account will be forfeited. Any funds paid by the HSP/FUND/HHCF on my behalf will be paid back to the HHCF by myself.

*Student Signature Date*

*Parent/Guardian Signature (only required if Student is a Minor under the age of 18) Date*

*Print Name of Parent/Guardian (only required if Student is a Minor under the age of 18)*



**Mail this form to:**

Hip-Hop Chess Federation Scholarship Programs  
Adisa Banjoko, CEO  
467 Saratoga Avenue Suite 605  
San Jose, CA 95129

Program Administration by HHCF Scholarship Board and Advisor Fund