

THE FIRST DATA CORPORATION SCHOLARSHIP AWARDS PROGRAM



THE PROGRAM

First Data Corporation has established The First Data Corporation Scholarship Awards Program to assist employees' children who plan to pursue postsecondary education in a college program. Scholarships are offered each year for full-time study at an accredited two- or four-year college or university of the student's choice.

This scholarship program is administered by Scholarship Management Services, a division of Scholarship America. Scholarship Management Services is the nation's largest designer and manager of scholarship and tuition reimbursement programs for corporations, foundations, associations and individuals. Awards are granted without regard to race, color, creed, religion, sexual orientation, gender, disability or national origin.

ELIGIBILITY

Applicants to The First Data Corporation Scholarship Awards Program must be -

- Children (under the age of 24) of active, full-time and part-time employees of First Data Corporation and its business units who have a minimum of six months of employment with the company as of the application deadline date and remain employed when awards are announced; and
- Students who plan to enroll and students currently enrolled in a full-time undergraduate course of study for the entire upcoming academic year at an accredited two- or four-year college or university.
- Students who attend United States Military Academics are not eligible.

AWARDS

Scholarship awards range from \$1,000 to \$3,000. Awards are not renewable; however, students may reapply to the program each year they meet eligibility requirements.

Awards are for undergraduate study only.

APPLICATION

Interested students must complete the application and mail it along with a current complete transcript of grades to Scholarship Management Services postmarked no later than **February 1**. Grade reports are not acceptable. Online transcripts must display student name, school name, grade and credit hours earned for each course, and term in which each course was taken. Applicants will receive acknowledgment of receipt of their application. If an acknowledgment card is not received within three weeks, applicants may call Scholarship Management Services to verify that the application has been received.

Applicants are responsible for gathering and submitting all necessary information. Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible. All information received is considered confidential and is reviewed only by Scholarship Management Services.

SELECTION OF RECIPIENTS

Scholarship recipients are selected on the basis of academic record, demonstrated leadership and participation in school and community activities, honors, work experience, statement of goals and aspirations, unusual personal or family circumstances, and an outside appraisal. Once recipients are selected, financial need is reviewed to determine the amount of each award. Recipients whose parents choose not to supply the requested financial information will be eligible to receive an honorarium at the minimum award amount. Instructions for completing the Financial Data section of the application are included.

Selection of recipients is made by Scholarship Management Services. In no instance does any officer or employee of First Data Corporation play a part in the selection. All applicants agree to accept the decision as final.

All applicants will be notified by the end of April. Not all applicants to the program will be selected as recipients.

PAYMENT OF SCHOLARSHIPS

Scholarship Management Services processes The First Data Corporation scholarship payments on behalf of First Data Corporation. Payments are made in equal installments on August 15 and December 30. Checks are mailed to each recipient's home address and are made payable to the school for the student.

OBLIGATIONS

Recipients have no obligation to First Data Corporation. They are, however, required to notify Scholarship Management Services of any changes in address, school enrollment, or other relevant information and to send a complete transcript when requested.

REVISIONS

First Data Corporation reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time including termination of the program.

ADDITIONAL INFORMATION

Questions regarding the scholarship program should be addressed to:

The First Data Corporation Scholarship Awards Program
Scholarship Management Services
One Scholarship Way, P.O. Box 297
Saint Peter, MN 56082
Telephone: (507) 931-1682

INSTRUCTIONS FOR COMPLETING THE FINANCIAL DATA SECTION OF THE APPLICATION

The Financial Data section of the application should be completed by the employee. Information should be from a completed tax return or based on estimated information to be filed with the IRS.

1. **State of Residence** is the state where the parents reside and pay state income tax.
2. **Adjusted Gross Income** can be found on IRS FORM 1040 and is gross income reduced by specific adjustments allowed by law.
3. **Total Federal Tax Paid** includes the total amount of **federal** income tax to be paid as reported on IRS FORM 1040. This is **not** the amount withheld from employee's paychecks. (The amount withheld should be adjusted by any refund or additional taxes due.) Do **not** report state income tax.
4. **Total Income** of parent(s) should be reported individually. Provide information for both natural parents, when possible. **If the student resides with only one parent**, financial information **must** be received from the employee or member of the company sponsoring the scholarship program **and** from the parent who claims the child as a dependent for tax purposes. If a parent has remarried, the spouse's information is required if the spouse is a legal guardian of the student, or claims the student as a dependent, or the student is included in the spouse's benefit plan. **If necessary, two Financial Data sections may be submitted by the student.** A copy of the Financial Data section may be made in order for one to be completed by each parent.
5. **Untaxed Income and Benefits** include any other income or benefits not included in the adjusted gross income figure. Do not include untaxed contributions to retirement plans.
6. **Medical and Dental Expenses** include only those expenses not paid by insurance. Do not include premium payments.
7. **Total Cash, Checking, Savings, Cash Value of Stocks, etc.,** include liquid assets that can be used for educational expenses. **Do not include** IRA, 401K, or other retirement plan funds.
8. **Total Number of Family Members** living in the household and primarily supported by the reported income includes dependent college students living away from home.
9. **Marital Status** is the current status of the person from whom the financial information is submitted.
10. **Total Number of Family Members Attending College** includes all family members attending a two- or four-year college, university, or vocational-technical school at least half-time. Be sure to include the applicant in this number.

NOTE: Any exceptions to providing financial information as instructed above must be submitted to Scholarship Management Services in writing.

