
THE PROGRAM

Hubbard/Blythe Construction Group has established a scholarship program to assist employees' dependent children or grandchildren who plan to continue their education in college or vocational school programs. Renewable scholarships are offered each year for full-time study at an accredited institution of the student's choice.

This scholarship program is administered by Scholarship America®, the nation's largest designer and manager of scholarship, tuition assistance and other education support 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 Road To Success Scholarship Program must -

- Be grandchildren or dependent* children, age 26 and under, of full-time Hubbard/Blythe Construction Group employees who have a minimum of two years of employment with the company as of the application deadline date.

**Dependent children are defined as biological, step- or legally adopted children living in the employee's household or primarily supported by the employee.*

- Be high school seniors, graduates, or current undergraduate students who plan to enroll in full-time undergraduate study at an accredited two-year or four-year college, university, or vocational-technical school for the entire 2017-18 academic year.
- Have a minimum cumulative grade point average of 3.0 on a 4.0 scale (or the equivalent).

Children of officers are ineligible to apply.

AWARDS

If selected as a recipient, the student will receive a \$500 award. Up to ten (10) awards will be granted each year. As long as there are qualified applicants, five (5) awards will be granted to applicants from Blythe in North Carolina, and five (5) awards will be granted to applicants from Hubbard in Florida. If there are not enough qualified applications received in either division, more awards may be granted in the other division.

Awards may be renewed for up to three additional years or until a bachelor's degree is earned, whichever occurs first. Renewal is contingent upon maintaining a cumulative grade point average of 2.5 on a 4.0 scale (or the equivalent) in a full-time course of study and continued parental employment at Hubbard/Blythe Construction Group.

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 America postmarked no later than **April 15**. Grade reports are not acceptable. 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 an email acknowledging receipt of their application. If an email is not received within three weeks, applicants may call Scholarship America to verify that their application has been received.

Applicants are responsible for gathering and submitting all necessary information. Instructions for completing the Financial Data section of the application are included. Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible. Incomplete applications will not be evaluated. All information received is considered confidential and is reviewed only by Scholarship America.

SELECTION OF RECIPIENTS

Scholarship recipients are selected on the basis of academic record, demonstrated leadership and participation in school and community activities, work experience, statement of goals and objectives, unusual personal or family circumstances, and an outside appraisal. Financial need as calculated by Scholarship America will be considered. Recipients will be selected from a pool of qualified applicants with consideration given to those who demonstrate the greatest need.

Selection of recipients is made by Scholarship America. In no instance does any officer or employee of Hubbard/Blythe Construction Group play a part in the selection. All applicants agree to accept the decision as final.

Applicants will be notified in late May. Not all applicants to the program will be selected as recipients. Students may reapply to the program each year they meet eligibility requirements.

PAYMENT OF SCHOLARSHIPS

Scholarship America processes Road To Success scholarship payments on behalf of Hubbard/Blythe Construction Group. Payment is made in one installment on August 1. The checks are mailed to each recipient's home address and are made payable to the school for the student.

Renewal information is sent to eligible students in December.

OBLIGATIONS

Recipients have no obligation to Hubbard/Blythe Construction Group. They are, however, required to notify Scholarship America of any changes in address, school enrollment, or other relevant information and to send a complete transcript when requested.

REVISIONS

Hubbard/Blythe Construction Group 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:

Road To Success Scholarship Program

Scholarship America
One Scholarship Way
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 Hubbard/Blythe Construction Group employee (either the parent or the grandparent)**. 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 parent or grandparent 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) or grandparent 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.**, includes 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 may include:
 - the applicant
 - the applicant's parents or grandparent, if applicable
 - other children living in the household
 - dependent college students living away from home
 - other people who live in the household and receive more than half of their support from the reported income
9. **Marital status** is the current status of the person from whom the financial information is submitted.
10. **Of the total number of family members on line 8, number of students attending college** includes applicant's family members attending a two- or four-year college, university, or vocational-technical school at least half-time. Include the applicant in this number. Do not include parents.

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