

API FUND/PAYCHEX, INC. SCHOLARSHIP RULES AND PROCEDURES

The API Fund for Payroll Education, Inc. (“API Fund”) and Paychex, Inc. (“Paychex”) have adopted the following procedures for the awarding of scholarships to individuals under their Money Matters National Education Day sponsorship. The scholarship will be administered by API Fund.

1. Scholarship Program

API Fund and Paychex fund scholarships to help promote and support financial literacy education targeted to students preparing to enter the workforce. The scholarships may be used at any accredited university, college, community college, technical school, or vocational school in the United States. In 2022, three (3) scholarships will be offered – one (1) in the amount of \$5,000 and two (2) in the amount of \$1,000 each. No purchase or payment is necessary to enter or win. Contest entrants must be a citizen or lawful permanent resident of the United States.

2. Selection Process – Candidates for Scholarships

How to Apply

To be considered for a scholarship, you must complete the following steps:

- Study the 2022 Money Matters National Education Day “Bring Home the Gold” student workbook to ensure you have a thorough understanding of the basics surrounding your first paycheck. If a volunteer teacher did not teach the lesson to you or your class, you can access the student workbook on your own online.
- Complete a five-question quiz based on material directly found in the “Bring Home The Gold” student workbook.
- Each student who correctly answers all five questions on the quiz will be automatically entered in a drawing for the scholarships.
- Candidates can retake the quiz as many times as needed to achieve a passing score.

Deadlines and Selection Process

The deadline to apply for the scholarships is September 30, 2022, at 11:59 p.m. EDT. The winning candidates will be chosen randomly from the pool of eligible candidates that exists at the deadline. The winners will be selected and notified by email by October 7, 2022.

The award will only be granted once the candidate successfully verifies enrollment in an accredited university, college, community college, technical school, or vocational school in the United States. Proof of enrollment must be provided by November 4, 2022, for an academic term beginning no earlier than August 1, 2022, and no later than February 1, 2023.

If the student is not old enough to enroll in an accredited university, college, community college, technical school, or vocational school in the United States, the student’s legal guardians must provide proof by November 4, 2022, of a qualified Section 529 savings plan into which APA will deposit all scholarship funds.

If any candidate does not provide the required proof of enrollment or a qualified Section 529 plan by November 4, 2022, their scholarship will be forfeited and an alternate candidate will be selected.

The award will only be granted once the alternate candidate successfully verifies enrollment in an accredited university, college, community college, technical school, or vocational school in the United States. The alternate candidate must provide proof of enrollment by December 31, 2022, for an academic term beginning no earlier than August 1, 2022, and no later than February 1, 2023.

If the alternate candidate is not old enough to enroll in an accredited university, college, community college, technical school, or vocational school in the United States, the alternate candidate's legal guardians must provide proof by December 31, 2022, of a qualified Section 529 savings plan. If the alternate candidate does not provide the required proof of enrollment or a qualified Section 529 plan by December 31, 2022, their scholarship will be forfeited and no scholarship will be awarded.

Recipients' Relationship to API Fund or Paychex

Neither employees, directors, or officers of API Fund (or any entity under the direction and control of the American Payroll Association) or Paychex nor members of their immediate families or households are eligible for scholarships.

3. Terms and Conditions Under Which Scholarships Are Provided

The terms and conditions of the scholarships are contained in an email sent to each recipient of a scholarship by October 5, 2021. The recipient is required to communicate his or her acceptance thereof to API Fund within 24 hours of initial contact. Failure to reply to an email within 24 hours of initial contact with an acceptance will result in the scholarship being forfeited and an alternate recipient selected. If a candidate timely accepts the scholarship and fails to provide the required documentation by November 4, 2022, an alternate candidate will be chosen and the terms and conditions will be emailed to the alternate candidate by November 7, 2022. Terms and conditions include: specific purpose of the scholarship, its duration, the total amount of the scholarship, requirements for providing any required reports (e.g., tuition invoices, acceptance letters), and the dates for providing such reports.

4. Procedure for Exercising Supervision Over the Scholarships

The following conditions must be met to ensure that the scholarships are being used for the purpose intended by API Fund and Paychex:

- The scholarship is subject to the provisions of Section 117(a) of the Internal Revenue Code and is to be used for study at an educational institution which normally maintains a regular faculty and curriculum and normally has a regularly organized body of students in attendance at the place where its educational activities are carried on. This may include educational activities that are carried out over the internet as online education.
- The scholarship is paid to the educational institution.
- The educational institution agrees to use the scholarship funds to defray the recipient's expenses or pay funds to the recipient only if he or she is enrolled and attending classes at the educational institution.

5. Additional Details

- These are non-needs based scholarships.
- There is no application fee for these scholarships.
- Only one submission from an applicant who passed the quiz will be accepted. Multiple submissions from an applicant who has passed the quiz will be disregarded.
- The scholarship will be paid out in U.S. dollars.
- The winner will be solely responsible for any federal, state, or local taxes associated with the scholarship.