

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 IRS/Revenue Canada.

- 1. State/Province of Residence** is the state/province where the parents reside and pay state/province income tax.
- 2. Adjusted Gross Income** can be found on IRS FORM 1040 and is gross income reduced by specific adjustments allowed by law. For Canadian applicants, report Taxable Income (both parents).
- 3. U.S./Canadian Total Federal Tax Paid** includes the total amount of federal income tax to be paid. 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/province 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** (For U.S. applicants only). 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, RRSP, 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.



SCHOLARSHIP PROGRAM

Administered by

**Scholarship
Management
Services®**

A Division of Scholarship America®



THE PROGRAM

A. O. Smith Foundation, Inc. has established a scholarship program to assist employees' children who plan to continue education in college or vocational-technical school. 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 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 A. O. Smith Corporation Scholarship Program must be:

- Dependent* children, age 24 and under, of full-time A. O. Smith Corporation employees who have a minimum of one year of full-time employment with the company as of the application deadline date.
- High school seniors or graduates who plan to enroll or students who are already enrolled in a full-time** undergraduate course of study at an accredited two- or four-year college, university, or vocational-technical school.

**Dependent children are defined as natural and legally adopted children or stepchildren living in the employee's household or primarily supported by the employee.*

*** Full-time study is defined as full-time enrollment for the entire upcoming academic year.*

AWARDS

If selected as a recipient, the student will receive an award ranging from \$500 to \$3,000. 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 satisfactory academic performance in a full-time course of study.

Awards are for undergraduate study only.

APPLICATION

Interested students must complete the accompanying application and mail it, along with a current, complete transcript of grades, to Scholarship Management Services postmarked no later than March 31. Grade reports are not acceptable. The student may print and submit an online transcript. Online transcripts must display student name, school name, grade, credit hour earned for each course, and term in which each course was taken.

Applicants are responsible for gathering and submitting all necessary information. Instructions for completing the Financial Data section of the application are found on the reverse side of this brochure. 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 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. Applications from college-bound students and vocational-technical school students are evaluated in two separate groups. Once recipients are selected, financial data is reviewed to determine the amount of each award. Recipients who do not demonstrate financial need or 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 found on the reverse side of this brochure.

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

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

PAYMENT OF SCHOLARSHIPS

Scholarship Management Services processes scholarship payments on behalf of A. O. Smith Foundation, Inc. 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 A. O. Smith Foundation, Inc. They are, however, required to supply Scholarship Management Services with complete transcripts when requested and to notify Scholarship Management Services of any changes of address, school enrollment, or other relevant information.

REVISIONS

A. O. Smith Foundation, Inc. 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:

A. O. Smith Corporation Scholarship Program

Scholarship Management Services

One Scholarship Way
Saint Peter, MN 56082 USA

Telephone: 507-931-1682