



FAQs About How A Student's' Matching Funds Account Works

1. This is my first summer working at my sponsoring company. How soon can I request my funds to pay for college expenses?

Most of our companies send their students' matching funds 8-10 weeks after students have completed their internship for the summer, however, it can take longer with some companies. The Foundation cannot process your Matching Funds Request until we have received the funds from your company. We recommend that students make other financial arrangements for the fall semester and plan to use matching funds the spring semester.

2. How can I determine the balance in my matching funds account?

If this is your first year in the program, your balance will be reflected on your final pay stub (as gross salary earned before taxes are deducted). Save that final pay stub and send a copy to your Foundation regional office. If you have been in the program more than one year, the balance in your account will include any unused balance from the previous year(s) and any matching funds from the current year. Please contact your regional Foundation office for specific information. We suggest that you keep a record of your fund requests and payments as well as your earnings each summer, just as you would balance your personal checking account each month. Keep in mind that your corporate sponsor generally matches only your summer earnings and some companies have a cap on matching funds.

3. I don't have the Matching Funds Request Form. Where can I get one?

The Matching Funds Request Form can be found on the Foundation's Web site, www.emmabowenfoundation.com, under the Bulletin Board tab.

4. How long does it take to approve my request and send my scholarship funds to my school or vendor?

If we have received your most recent high school/college transcript, the request form is filled out completely, and you have included all required corresponding materials, a check should arrive to your payee within 3-4 weeks. Remember however: the Foundation must receive the matching funds from your corporate sponsor in order to process the request.

5. What is a "Federal Tax ID Number?" How can I obtain it? Why do I need it?

All businesses are required to have a Federal Tax ID Number much like individuals are required to have a Social Security Number. The Federal Tax ID Number is required so that the Emma Bowen Foundation can complete necessary tax forms for all payments made on your behalf. Ask your school's bursar's office or your vendor to provide it to you. Ask them to contact your Emma Bowen Foundation regional office if you encounter a problem. Requests cannot be processed without the Federal Tax ID number.

6. I have made requests for funds to the same vendor before. Don't you have their information on file?

While you may have made requests for funds to the same vendor before, (i.e. bookstore accounts, tuition, etc.), the Foundation still requires that information each time you make a request. Incomplete request forms will only delay processing, as they will be returned to you for the required information.

7. My school has converted their tuition bills to an electronic format. How do I obtain a hard copy to send with my request?

You can download your tuition bill through the Internet to send (via fax or email) with your completed request form. Your tuition bill must include your name and Social Security Number printed on it (not handwritten) to be eligible for processing.

8. My parents already paid for my tuition. Can they be reimbursed?

Unfortunately, no. The Foundation does not issue checks to students or family members. Parents and students who pay for their tuition out-of-pocket will not be reimbursed. Available funds, however, can be used for future expenses.

9. How do I establish a bookstore account?

Send the contact information (name, address, phone, fax, email, job title) for the bookstore or textbooks manager to your designated Foundation office. A letter to confirm your use of your matching funds to purchase college textbooks/school supplies will be sent to the Bookstore/Vendor. Please note your credit limit and refer to the Student Manual regarding approved expenses. A copy of the letter will be sent to your home or dorm for your files.

10. I'm really busy at school and my tuition bill was sent to my parent's house. Could they send a request to the Foundation on my behalf and do the necessary follow-ups?

An important element of the Foundation's program is preparing students for careers in the industry. Time management and follow up are critical aspects of career development. You won't be able to delegate work responsibilities to your parents on the job, and we believe it is important to begin handling your responsibilities now. Parents will be advised of our goals and policies.

11. My school/vendor has outlined the charges for tuition, parking, miscellaneous fees, student health fees, room & board, etc. How do I complete the funding request form?

Indicate the individual totals for each expense category noted on the Funding Request Form (Tuition, Books, Housing, Parking, etc.).

12. I have to make several requests to different vendors (i.e. bookstore, tuition, housing, computer, etc). Can I note it all on one request form?

Each check written on your behalf must be accompanied by a separate request form and the appropriate documentation.