

## S.A.F.E PROGRAM

### Scholarship Management

- ✓ This is a Canadian Tenpin Federation program called Scholarship Awards for Education or SAFE. This program will manage and disburse scholarship funds held in trust for recipients of such awards. This program will check scholarship availability, receive, and approve scholarship requests and disburse cheques or e-transfer from the fund.
- ✓ All Sanctioned leagues and tournaments that administer scholarships must use the SAFE program. All funds must be received within 60 days of end date of event.
- ✓ It should be noted that using scholarship funds may be considered a taxable income and need to be declared when filing an income tax return.

### Scholarship Policy

- Scholarships from this fund will be available to the eligible recipients until their 25<sup>th</sup> birthdate or 5 years after high school graduation date (Lists of expiring Scholarships will be sent to the Provincial and Local Managers the first week of January each year, they will also be listed on the CTF website for viewing at any time. Reports can be requested at any time by emailing [ctf@tenpincanada.com](mailto:ctf@tenpincanada.com). Scholarships funds are not transferable, and only the individual issued the funds may receive them.
- Unclaimed funds (expired) can be reassigned by the organization no later than one year after expiry date using an application available on website. The organization can, as they see fit, reassign the expired funds if the original tournament or league still exists that originally awarded the scholarships or approval is granted from The Canadian Tenpin Federation.
- Individuals may use scholarship funds at the following approved educational institutions: accredited universities, and colleges, business schools, continuing education course, education camps, or seminars, trade schools, apprenticeship courses, professional development seminars and workshops. Funds may also be used to attend bowling camps, or to cover the cost of bowling lessons, and entry fee into The Canadian Team Trials.
- The Funds may also be used for tuition fees, books, housing fees, required class supplies and equipment necessary for the successful completion of a course or program.

### Scholarship Request

- A Scholarship recipient can contact SAFE to request a scholarship cheque or e-transfer. All requests must be in writing and contain the following information. Recipient's name, Address, Name of the institutions they are attending, student number, age, and complete address of the institution that the cheque will be sent to.
- A request for reimbursement of funds may be made upon submission of all receipts of money paid to an institution for tuition, books, supplies, or equipment. (No receipt – No Payments)

### Scholarship Donations

- ❖ Donations will be greatly accepted, and tax receipt issued. Donations can be in the name of a student.