

Scholarship Management and Accounting Reports for Tenpins (SMART)

USBC SMART Program

(800) 514-BOWL ■ E-mail: smart@bowl.com

ONLINE ACCOUNT MANAGEMENT — Accessing Your Account Online

1. If you don't already know your account number and password, please login to <http://members.bowl.com/smart> to set that up first.
2. Inside the "**Scholarship Winner Account Login**" box, enter your account number and password. If you don't remember your account number and/or password, please contact SMART at (800) 514-BOWL or Email: smart@bowl.com for this information.
3. Once you are on your account page, you may change your password at any time by clicking on the "Update Personal Information" link. When accessing your account online, you will be able to:
 - View and/or update your personal information, i.e.: address, missing information, etc.
 - View your detailed scholarship information, i.e.: receipts, disbursements, etc.
 - View contact information on the organization that submitted the scholarship(s)
 - Check on scholarship expiration dates
 - Request a distribution of some or all of your available scholarship funds

Disbursement Requests to pay a college or university bill

From the Scholarship Disbursements section of your account page, request a payment by clicking on the "Create Request" link. **Two very important items to consider are:**

- The school's department and mailing address
- Your Student ID or Social Security Number

Please check with your educational institution for its correct department and mailing address for scholarship payments of bills. Most institutions require that scholarship funds be initially sent to their Financial Aid department. Your Student ID or Social Security Number is needed to ensure that the funds are credited to your account promptly.

*If you have a **Policy Exception document on file**, you may select from three payment options. In the Payment Type box, use the drop down menu to select "Payment to Institution," "Reimbursement" or "Reimbursement to Parent." When you have made your selection, the page will refresh with the form for that type of payment.*

Caution!!

All required fields (marked with a red *asterick) need to be completed before you can submit your request. When you have completed the form, click "Save." A summary page will then display the information entered. If all is correct, click on "Confirm." If any information is not correct, click on "Edit." Your original request form will be displayed so you may make any necessary corrections. If you need to delete the entire request, click "Cancel." Upon confirming the disbursement request, your account page will be displayed. Your request will appear in the Scholarship Disbursement section as a Pending Request item (look in the Status column). SMART will review and will contact you if they have any questions. Upon their approval, the status of the request will be designated as Approved. The disbursement check will then mailed to your designated recipient within the next business day. A confirmation letter of the disbursement is also sent to you for your records.

Updating Personal Information

From your account page, you can update your personal information at any time. Click on "Update Personal Information." You may add any missing information or change your address information. For any other changes you will need to contact SMART. Once you have changed your address info or added any information, click "Save." Keep your account information as current as possible. This will ensure that your scholarship funds will be available to you when you need them.



RECIPIENT SCHOLARSHIP USE POLICY

Management

The United States Bowling Congress SMART program is responsible for the management and administration of provider and recipient scholarship funds on deposit with SMART. The management and administration of those funds includes but is not limited to the receipt and recording of deposits, any and all ongoing transactions to the accounts and the approval and disbursement of funds.

Time Parameters

Your scholarship funds are available for **six years** from the date of your high school graduation, or if you already have graduated from high school, from the date you won the scholarship. The one exception would be if a recipient would enlist in the military, the expiration date is extended by the number of years of the first enlistment period only, i.e.: two-year enlistment, expiration date would be extended by two years.

Two years and one year prior to the expiration date, you will receive letters reminding you of your scholarship's expiration date. Your scholarship funds **are not** transferable; only the original recipient may use the funds.

Use of Funds

Your scholarship funds are approved for the following: tuition fees, textbooks, meal plans, housing plans and required class supplies and equipment necessary for the successful completion of a course or program at universities, colleges, business schools, technical schools, trade schools, vocational schools and continuing educational courses. The funds, after final review and approval, only will be paid directly to the institution.

The scholarship funds **may not** be used for the following: transportation expenses (including parking permits), clothing expenses, sport camp/lessons, sports equipment or supplies, private tutor fees and elementary or high school tuition and/or fees.

Disbursement Requests

To request disbursement of your scholarship funds, go online to members.bowl.com/SMART and log into your account. At the bottom of your account page, click "**Create Request.**" Instructions to complete the request are contained in the "**Users Guide**" located in the upper right side of your account page.

Policy Exception

If you have graduated from high school and do not presently participate or will not participate in college-level varsity sports, you may be granted an exception to this Recipient Scholarship Use Policy. Please contact us for those requirements.

Taxes

Your use of these scholarship funds may have certain tax implications. Please read **IRS Tax Publication 970 (Tax Benefits for Education)**, contact the IRS or consult a financial advisor for further information. DO NOT CONTACT SMART WITH TAX QUESTIONS!