



**W. R. HOTCHKISS  
FOUNDATION  
SCHOLARSHIP**

Championed by **deluxe**.

## Frequently Asked Questions about the W. R. Hotchkiss Scholarship Program

**Note: Please see the Program Information <https://learnmore.scholarsapply.org/hotchkiss/> that provides eligibility requirements. The purpose of this document is to address commonly asked questions.**

### Eligibility – Who Can Apply

*Are Deluxe employees and their spouses eligible to apply to the Hotchkiss program?*

- No, the Hotchkiss program is limited to dependents of qualifying employees and retirees. Please reference the [Learn More](#) page for more information about eligibility.

*Can my grandchildren apply for the Hotchkiss scholarship competition?*

- In most cases, no. The only grandchildren who are eligible are those who are legal wards of qualifying Deluxe employees or qualifying retirees.

*Can students apply if they have only one semester remaining in their undergraduate studies?*

- Students who only have one remaining semester may participate in the scholarship competition providing they will be enrolled on a full-time basis and are in their first three years of undergraduate studies.

*Can students enrolled in graduate programs apply?*

- No, the scholarship is for undergraduate studies only.

### Application Process – Dates to Know

*When is the program deadline?*

- The annual W.R. Hotchkiss Foundation scholarship competition rolls out in early December and the application deadline is the following **January 31 at 3 p.m. Central Time**. Qualifying students can access the online application at [deluxe.com/employees](https://deluxe.com/employees). Students are encouraged to submit their applications before the deadline in the event technical problems occur.

*When will the scholarship recipients be announced?*

- The W. R. Hotchkiss scholarship recipients are announced by the first week of April. All applicants receive correspondence from Scholarship America informing them of the results of the scholarship competition.

### **Application Questions – How to Complete an Application**

*Is my parent allowed to fill out the application for me?*

- No. Only the student applying can complete and submit the scholarship application. Students are responsible for filling out the application with the most accurate information possible, as well as writing all essays themselves.

*Am I required to provide SAT or ACT scores?*

- No, but it is recommended. If you do provide your SAT or ACT scores, provide the highest score you received at the time you apply, as they will be reviewed in the evaluation process.

*The application requests information about the school I plan on attending but I do not know which school I will attend yet. What should I state?*

- Please enter the name of one of the top schools that you are considering attending. If you receive a scholarship and your school choice changes, you can alert Scholarship America at the time that you accept your Hotchkiss award. Hotchkiss recipients who change schools throughout their program need to notify Scholarship America of the change. Please note that students who change schools will have their scholarship levels reassessed because Hotchkiss award levels are determined by financial need (a formula which factors in school costs).

*Do I need to be accepted at a college before I can apply for a Hotchkiss scholarship?*

- No. As stated in the above question, please state the college that you plan on attending and if the school choice changes after receiving a scholarship, you can notify Scholarship America.

*In the essay portion, what is meant by “overcoming obstacles”?*

- We all experience challenges throughout our lives but this question is intended for students who have experienced a serious barrier, tragedy, or other situation that Scholarship America may want to take into consideration while evaluating their application. Please note that this portion is left blank on most applications. Completing this portion will not give an applicant an advantage unless the situation is interpreted as a significant obstacle by the Scholarship America judges.

*Is the application available in languages other than English?*

- The online guidelines are available in English, French and Spanish. The application must be completed in English (please contact the Hotchkiss office at 1-651-483-7842 or your HR representative if you need help).
- The Recommendation form must be submitted by an eligible adult by **February 3 at 3 p.m. Central Time.**

## Recommendation – Description and Requirements

*Who completes the Recommendation and is it required?*

- The Recommendation should be completed by a high school or college counselor or advisor, an instructor of the student, or a work supervisor of the student. The online form CANNOT be completed by the student's parent, relative or friend of the student.
- All applicants **must** have a Recommendation submitted on their behalf. If a Recommendation is not submitted by an applicant's appraiser, the application will be considered incomplete and will not be evaluated.
- **Note:** A letter of recommendation does not replace the online Recommendation.

*What do I need to do to have the Recommendation completed?*

- Once you have created your general profile is started the Hotchkiss scholarship, you will be asked to add a Recommender. Your Recommender should be a non-related adult who knows you well, such as a teacher, coach, advisor, etc.
- Enter their name and email. After you click the "Add Recommender" button, your Recommender will receive an email from [studentsupport@scholarshipamerica.org](mailto:studentsupport@scholarshipamerica.org). The email will prompt them to set up a password and access their account.
- Be sure to follow up with your Recommender. **Do not assume they saw the email**, and keep in mind recommenders may need extra time because of their busy schedules.
- Once you have added a Recommender, they will be saved in your profile for you to use on future applications.
- The Recommendation form must be submitted by an eligible adult by **February 3 at 3 p.m. Central Time.**

## Transcripts – What to Submit

*May I provide an online transcript of grades or must I provide an official transcript sent directly from my school?*

- Online transcripts of grades are accepted and must include the college name, student's name, grade and credit hours earned for each course and the term in which each course was taken. (None of this required transcript information may be hand-written or typed on the transcript after it is downloaded.) The student's transcript of grades must be uploaded as part of the application process. The school should not mail the transcript to Scholarship America as paper transcripts will not be accepted.

*I am a full-time college student. Should I submit both a high school and college transcript?*

- No, college students only need to submit their most current college transcript. If one is not available, please contact our Scholarship America contact, Marne Stover, via email at [hotchkiss@scholarshipamerica.org](mailto:hotchkiss@scholarshipamerica.org) or call 1-507-931-8366 and refer to the W.R. Hotchkiss Foundation Scholarship Program.

## Financial Data – What to Use

*Whose financial data is required for the application?*

- The applicant's parent(s) provide their financial data. Please refer to the instructions provided with the application form.

*I am a married student applying to the scholarship program. Whose financial information is provided?*

- The financial information is always that of the Deluxe employee parent and other parent.

*What if my parents' current year's taxes have not been completed and filed?*

- Always use your parents' financial information from the most recently **filed** tax return. Do not use estimates for an upcoming tax filing.

*How is financial information completed if my parents are divorced?*

- The financial information is required for the Deluxe employee parent. If the other parent is no longer providing financial support to the student **and** does not share custody, then that parent's information is not required. In cases in which there is shared custody and support for the student, then the financial information for both parents is required. There is a supplemental form available for a second parent to use, if not completing the financial information jointly. The instructions state to print the document, have it completed by the other parent, and upload with the application (along with the transcript of grades).

*The financial section requests "yearly untaxed income and benefits". What does this mean?*

- Untaxed income and benefits includes Social Security benefits that are not taxed, child support received, and welfare payments. In many situations, parents will have no untaxed income and benefits to report.

## PAYMENT AND RENEWAL INFORMATION

*When and how will I receive my scholarship payment?*

Scholarship recipients should refer to their scholarship notification letter which provides payment and renewal information. Key information includes:

- Scholarship payments will be processed in one installment equal payments.
- Scholarship checks are made payable to the school and are mailed to the student's permanent home mailing address for the student to deliver to the school.
- Checks will be mailed from Scholarship America's Minnesota office in August.

Qualifying students will be sent information about renewing their award in January via email. Requirements will be outlined on the electronic form.

*If I graduate one semester early, can I have an entire year's payment applied to my one remaining semester's tuition?*

Scholarship America determines students' annual award levels and makes two equal semester payments. Students who graduate a semester early will only receive the planned semester payment.

*I live in Canada. Will scholarship funds be paid in Canadian or U.S. dollars?*

All scholarship payments are disbursed in U.S. dollars.

**Contact Information** (for application and submission questions):

Marne Stover  
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(507) 931- 8366

W. R. Hotchkiss office (for eligibility questions):

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