



## W.R. Hotchkiss Foundation Scholarship Program Information

The W.R. Hotchkiss Foundation scholarship program is made possible through the generosity of Mrs. Lillian Hotchkiss Austin. Mrs. Austin was the daughter of W.R. Hotchkiss, who founded Deluxe Check Printers in 1915. A former teacher, Mrs. Austin had a great deal of interest in education and felt that a scholarship program for dependents of Deluxe employees would be an appropriate memorial to her father. Additional scholarship funding has been provided by Deluxe retirees and their families.

This program is administered by Scholarship America, a national nonprofit educational support and student aid service organization that seeks to involve and assist the private sector in expanding educational opportunities and encouraging educational achievement. The W.R. Hotchkiss scholarships are merit-based, and decisions are made without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

### Eligibility

The W. R. Hotchkiss scholarship competition is open to individuals ages 24 or under who have any of the following relationships to qualifying employees and retirees (collectively, "Qualifying Dependents") of Deluxe Corporation and its subsidiaries ("Deluxe"):

- Biological or adopted children, legal wards and stepchildren of Deluxe employees and retirees **or**
- Biological or adopted children, or legal wards, of qualifying domestic partners of Deluxe employees and retirees. If the qualifying relationship is not currently validated through Deluxe Corporation's benefits administrator, supporting documentation will be required. Contact the Hotchkiss office at 1-651-483-7842 for instructions or questions.

In addition, applicants must be:

- High school seniors who will graduate by the end of June 2024, or
- Students currently enrolled in their first three years of undergraduate studies, or
- Students who are presently attending vocational/technical schools.

For purposes of the Program, a qualifying Deluxe employee or retiree means:

1. A full-time employee (32 hours or more each week), who has been employed by Deluxe on a full-time basis and who remains employed by Deluxe at the time the award notifications are made by SAI.
2. A participant in Deluxe's long-term disability plan currently receiving long-term disability pay from the Deluxe-Sponsored insurance plan.
3. A legacy qualified retiree who was hire/acquired prior to 2002, had at least 20 years of service, and age plus service equaled 75 at the time of termination from the company.
4. A person who was a qualifying full-time employee (as defined above) on the date of his or her death so long as the employee's qualifying dependent is eligible to apply for the Program within two years of the



date of the employee's death. Any such student will remain eligible to reapply for the Program for subsequent years in which they remain otherwise eligible.

Note: Qualifying dependents of full-time employees who were actively employed by Deluxe for at least one year at the date of death are eligible to apply, provided:

- The dependent will graduate from high school within two years after the parent's death. The student may reapply for Hotchkiss awards for the years he or she remains eligible for the scholarship competition, or
- The dependent is enrolled as a freshman, sophomore, or junior in undergraduate studies at the time of the parent's death. The student will remain eligible to reapply each year he or she remains eligible for the scholarship competition.

*\*Individuals employed by companies acquired by Deluxe must have been employed on a full-time basis for at least one year following the acquisition date in order for their children to qualify for the program. As a result, children of employees of a company acquired by Deluxe prior to January 31, 2023 would be eligible to compete in the 2024 Hotchkiss program (which rolls out December 2023).*

- Rehired full-time employees who:
  - Were previously employed by Deluxe on a full-time basis for at least two years of uninterrupted service and
  - Were rehired by Deluxe as of the August 1 prior to the application deadline and
  - Are employed by Deluxe at the time that Scholarship America determines the scholarship recipients.
- Participants in Deluxe's long-term disability plan
- Qualified retirees
- Deceased qualified retirees

## Scholarships

Hotchkiss scholarships are for full-time undergraduate study only, and are renewable up to three years on the basis of satisfactory academic performance until the course of study is completed, terminated or exceeds four years.

Scholarship recipients may attend any accredited two- or four-year college, university, or vocational/technical school.

The Hotchkiss Foundation awards the maximum number of scholarships permitted by the IRS, which is 25% of the number of applicants. Therefore, the more applicants who apply for scholarships, the greater number of scholarships the Hotchkiss program can award.

Hotchkiss awards currently range from \$10,000 to \$15,000 **per qualifying year**. Recipients who do not demonstrate financial need, or whose parents choose not to supply the optional financial information, will receive the minimum award of \$5,000. Recipients attending service academies will receive a one-time \$2,000 honorarium.



## Application

The application period is kicked off in December of each year. Students complete their applications online and submit them electronically to Scholarship America. Required documents are:

1. A current, complete transcript of grades. Grade reports are not accepted. Unofficial or online transcripts must display student name, school name, grades and credit hours for each course and term in which each course was taken.
2. Other required documents (if applicable)
3. English translations for all non-English documents (if applicable)

The next application process rolls out in December 2023, and the deadline will be **January 31 at 3 p.m. Central Time**. The Hotchkiss office encourages students to submit their applications several days before the deadline to allow time to contact Scholarship America in the event they experience technical problems. Please note that an application is **not** complete unless all required documents are submitted **electronically**.

## 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, goals and aspirations stated in the application, and an outside appraisal. Once recipients are selected, financial need is assessed to determine the amount of each award.

Selection of recipients is made by Scholarship America. In no instance does any officer or employee of Deluxe Corporation or the W.R. Hotchkiss Foundation play a part in the selection process. All applicants agree to accept the decision of Scholarship America as final. Applicants are notified the first week of April each year.

## Scholarship Payments

Scholarship America processes scholarship payments on behalf of the W.R. Hotchkiss Foundation. Payments are made in equal installments in early August and early December. Scholarship recipients who are enrolled in programs requiring accelerated or non-traditional schedules should contact Scholarship America to discuss possible eligibility for alternate timing of payments. Scholarship checks are mailed to each recipient's home address and are made payable to the school for the student's account.

## Obligations

Applicants and students renewing their scholarships must submit required materials by Scholarship America deadlines. Students must ensure that all materials are received by the Scholarship America office.

Recipients are required to notify Scholarship America of any change of address, school, or other relevant information. Students who want to take a one-time leave of absence from their studies must send a written request to the Scholarship America office. Failure to provide a formal leave request can result in the termination of an award. A leave cannot exceed one academic year and must be approved by Scholarship America or the W.R. Hotchkiss office.



## Revisions and Waivers

The W.R. Hotchkiss Foundation 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. The W.R. Hotchkiss Foundation also reserves the right to temporarily waive certain renewal requirements for individual scholarship recipients who are (1) facing a medical hardship or other exceptional circumstances, and (2) are making a good faith effort to fulfill the renewal requirements. Scholarship America may recommend a waiver of renewal requirements to the W.R. Hotchkiss Foundation, and all such situations will be reviewed on a case-by-case basis.

## Questions

General questions about the Hotchkiss Foundation, as well as questions pertaining to employment eligibility requirements, should be directed to Andrea Kroska at 1-651-787-1179. During the competition period, the Hotchkiss program site also has a Q&A document that addresses frequently asked questions.

All other questions about the scholarship program should be directed to Scholarship America using the following contact information:

Email: [hotchkiss@scholarshipamerica.org](mailto:hotchkiss@scholarshipamerica.org)

Call: 1-507-931-8366 and refer to the W.R. Hotchkiss Foundation Scholarship Program

Please note that customer service/tech support is only available Monday - Friday from 8 a.m. - 4:30 p.m. Central Time.