



The Home Depot Trade Scholarship Program

FREQUENTLY ASKED QUESTIONS

What are the details of the award?

- 500 scholarships will be awarded and are not renewable.
- Recipients will receive a \$500 check payable to their school and a \$500 The Home Depot gift card to purchase tools or other supplies for their chosen trade.
- The scholarship check must be applied to tuition, fees, books and supplies required for trade school courses and is made payable to your school.
- The building and construction trade school program must be at a college, university or accredited educational institution in the United States. (If you have questions about the eligibility of your school, call the help line at the end of this document to inquire.)
- Qualifying schools of the scholarship winners will receive an additional \$1,000 matching grant for each student who wins a scholarship. (NOTE: The Home Depot reserves the right to decline matching grants after a review of a school's credentials.)

Who is eligible to apply?

Applicants must meet **all** of the following criteria to be eligible for this scholarship:

- Must be a full- or part-time student enrolled or accepted in a building and construction trade school program at a college, university or educational institution in the United States.
- The Home Depot associates and their dependants are not eligible. (If you are an associate of The Home Depot, visit MyApron to find out about other educational assistance programs offered by the Company for associates and their dependents.)

When is the deadline?

April 30, 2010, 11:59 p.m. CST

What are the selection criteria?

- An independent selection committee will evaluate the applications and select the winners.
- The committee will consider:
 - Work experience
 - Academic achievements and skills
 - Community involvement
 - If an employer or instructor recommendation letter is submitted this will also be considered when evaluating the application.

How and when will I receive notification?

- Notifications are sent approximately two months past the program deadline via e-mail.
- All applicants who submit a completed application will receive an e-mail notification indicating if they have been awarded or not awarded The Home Depot Trade Scholarship.
- **Past experience indicates that e-mails are sometimes not received or successfully delivered. Be certain to provide us with your most current e-mail address.**
- Add info@applyists.com to your e-mail address book or "safe senders list" so these important emails are not sent to your junk mail folder.
- **Do not 'opt out' of any e-mail sent from info@applyists.com or you may not receive vital information regarding your scholarship application.**
- ***Decisions of the selection committees are final and are not subject to appeal.***

What are my responsibilities if I am chosen as a recipient?

- You must be a full- or part-time student enrolled or accepted in a building and construction trade school program at a college, university or accredited educational institution in the United States for the current school year or term.
- You must continue in school the entire academic year or term without interruption unless approved by scholarship sponsor.
- You must deliver your scholarship check(s) to the proper office at your institution.
- You are responsible for establishing that the scholarship award was used for qualified tuition and related expenses such as fees, books and supplies required for your course of instruction.
- You are responsible for any taxes that may be due on your scholarship award. We recommend that you consult your tax advisor for more guidance.

How and when are checks issued?

- Checks will be mailed to each recipient's mailing address as entered on the application.
- **Checks will be made payable to the institution only.**
- It is the recipient's responsibility to notify ISTS should the check not arrive within 30 days of the issue date.

Are scholarships taxable?

Scholarships are generally exempt from federal income tax if you are a candidate for a degree at an eligible educational institution. An eligible educational institution is one that maintains a regular faculty and curriculum and normally has a regularly enrolled body of students at the place where it carries on its educational activities. Scholarships to attend vocational/trade school programs at eligible educational institutions are generally exempt from federal income tax if the program is nationally accredited and prepares you for employment in a recognized occupation such as an electrician, plumber, HVAC specialist or other building and construction trade profession. The scholarship award must be used for qualified tuition and related mandatory expenses and cannot be received as payment for services. State tax laws may vary.

Is The Home Depot Gift Card taxable?

Yes. Scholarship awards that are not required to be used for educational expenses are taxable.

You are responsible for any taxes that may be due on your scholarship award. We recommend that you consult your tax advisor for more guidance.

For information about scholarships see IRS Publication 970, Tax Benefits for Education.

<http://www.irs.gov/forms/index.html>.

Program Administration

To ensure complete impartiality in selection of winners, the program is administered by International Scholarship and Tuition Services, Inc. (ISTS), a firm that specializes in managing sponsored scholarship programs.

Questions

For additional information regarding The Home Depot Trade Scholarship Program contact ISTS at: contactus@applyists.com (when e-mailing please include the name of the scholarship program or sponsor) or 1-877-7HD-LEARN (1-877-743-5327). The toll-free help line is open 24 hours a day, seven days a week.