

## Master Scholarship Account Policy

*The Program Details Booklet and Master Agreement contain important information you should review before opening a Master Scholarship Account. Please read it carefully and save it for future reference. Capitalized terms used in this Policy are defined in the Master Agreement.*

A State or local governmental unit or nonprofit organization exempt from federal income tax under Section 501(c)(3) of the Code, that is registered or licensed to operate in the State (**Organization**) may establish scholarships by opening a **Master Scholarship Account**.

- An Organization may open more than one Master Scholarship Account; however, all Master Scholarship Accounts are subject to approval by the GET Director and are subject to all policies and procedures as outlined in the GET Master Agreement.
- No more than 5,000 Lump Sum Units may be purchased and distributed in total for each Master Scholarship Account opened. There is no limit on the number of Master Scholarship Accounts opened, subject to approval by the GET Director.
- No more than 600 units may be awarded as a Scholarship to any one Student. If a Student is a beneficiary of another GET Account, the aggregate of the Accounts cannot exceed 600 units.
- Students do not have to be identified until a Scholarship is awarded.
- If a beneficiary, who is a minor, is designated as the account owner on the transfer form, the account will be blocked for any reimbursement or refunds.

### *Designating a Student*

Once a Student is identified, the Authorized Representative of the Organization has three (3) options for taking a Distribution from the Master Scholarship Account to award the Scholarship as follows:

- **Organization-directed distribution to an Eligible Institution.** The Organization must complete a Master Scholarship Transfer Form (found on our [forms page](#)) for each Scholarship recipient, directing GET to move funds into an individual Account for the Student. The Organization remains the Account Owner and can then direct GET to distribute funds directly to the Student's Eligible Institution.

The Organization must also complete a Direct Payment Request Form *each academic year* before any Distribution may be made to an Eligible Institution for the Student. At the request of the Organization, any unused Units will be transferred back to the Organization's Master Scholarship Account.

- **Distribution directly to the Organization.** The Organization may choose to take a Distribution directly from GET and redistribute the funds to the Scholarship recipient or to an Eligible Institution on behalf of the Scholarship recipient. The Organization must complete a Reimbursement Request Form to request a Distribution of Units. In addition, the Organization will be responsible for distributing the funds to the



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Scholarship recipient and for ensuring that those funds are used for Qualified Higher Education Expenses within the requirements of the terms of the Scholarship.

Each Organization is encouraged to obtain confirmation that the funds are used for Qualified Higher Education Expenses and for obtaining the names, addresses, and social security numbers of the Scholarship recipients. If this option is selected by an Organization, GET has no responsibility to ensure that any Distribution made to the Organization is a Scholarship.

If there is a Refunded Distribution (by the school) for the Scholarship recipient, the check needs to be issued to the Organization. This amount cannot be redeposited into the GET account.

- **Account Ownership Transfer to the Scholarship Recipient.** Under this option, the Organization relinquishes all control over the Account to the Student. The Organization must complete a Master Scholarship Transfer Form for each Scholarship recipient, directing GET to move funds into an individual Account where the Student is named as the Account Owner *and* the Student. The Student can then take a Distribution or take a Refund, including a Qualified Refund and a Nonqualified Refund.\*

#### *Associated Fees*

- A \$100 non-refundable enrollment fee is required for each Master Scholarship Account used to administer Scholarships through the Program.
- A \$25 Master Scholarship transfer fee is required at the time Account ownership is transferred to the Scholarship recipient or his/her parent/guardian and initially funded. The \$25 fee also applies to each subsequent transfer.

#### *Other Legal Entities*

Other legal entities, excluding Organizations, may opt to sponsor a Student with a Scholarship through GET by opening a traditional Account and naming the entity as the Account Owner. A Student must be named at the time the account is established.

#### *For More Information*

To learn more about GET Master Scholarship Accounts, call us at 1.800.955.2318 or send an email to [GETInfo@wsac.wa.gov](mailto:GETInfo@wsac.wa.gov).

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\* Refunds may be subject to federal income tax on the earnings portion of the Refund. Nonqualified Refunds are also subject to any applicable state tax and the Distribution Tax.

