

Policy



Subject: SCHOLARSHIP PROGRAM

Policy No.: OKEhr_100.0038 **Date Issued:** 01/19/1978 **Date Revised:** 07/21/2022 **Date Reviewed:** 07/21/2022
Owner: Director – Talent Management

Purpose/Expectation

ONEOK, Inc. and its subsidiaries and affiliates have established a scholarship program to encourage employees' dependents toward higher academic standards and civic leadership in high school. ONEOK aims to assist students in their pursuit of higher education at a college, university, trade, or technical school of their choice that is accredited by the applicable State Regents for Higher Education or an equivalent body (hereinafter referred to as a qualified educational institution). Exceptions to this accreditation standard require approval of the Human Resources department.

Applicability/Exceptions

Applies to all employees.

Policy

Each year up to ten (10) university (four-year degree) scholarships and up to two (2) technical (two-year degree) scholarships may be granted to dependents pursuing a higher education at a qualified educational institution. The scholarships are \$5,000 per academic year for up to 4 years with a maximum value of \$20,000 for a four-year degree and \$2,500 per academic year for up to 2 years with a maximum value of \$5,000 for a two-year degree. To receive a scholarship, the applicant must satisfy the eligibility criteria and be selected by the scholarship program committee. After the first year, continued participation in the program will be based solely upon the applicant satisfying the renewal eligibility requirements. Failure to qualify for a renewal payment terminates all future participation in the program.

Initial Eligibility Requirements

The applicant must satisfy the following conditions:

- Applicant is the child (includes natural born; adopted children; stepchildren; or legal wards) of a ONEOK employee. Dependents of ONEOK Officers are not eligible to participate.
- Applicant is a high school senior or high school graduate entering their initial freshman year at full-time student status. The applicant must have a minimum, cumulative, grade point average of 2.5 using a four-point system.

Initial Scholarship Application

The applicant is required to complete the scholarship application and submit it to scholarship.oneok.com or before the date designated by ONEOK. Each scholarship application should contain the completed sections listed below.

- Applicant information
- Education
 - High School Certificate of Recommendation, Form 1241
 - High School Transcript (Grades 9 through 12 or through first semester of Grade 12) with ACT/SAT score
- Activities
- Support (Financial, Scholarships, etc.)
- Essay

Selection of Initial Scholarship Winners

The scholarship program committee will evaluate and rank the applicants based principally upon the following criteria:

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| ▪ Academic records; | ▪ Leadership in school and community activities |
| ▪ Financial need | ▪ Participation in school and community activities |
| ▪ Work experience | ▪ Recommendation from a school official or teacher |
| ▪ Personal Statement | |

The scholarship recipients will be selected by the scholarship program committee based upon its rankings determined from the initial application information and recommendations from designated qualified college faculty members

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knowledgeable of the scholarship selection process. All applicants will be notified of the results after the selections have been made.

Scholarship Renewal Eligibility Requirements

A scholarship recipient satisfying all the following conditions will be entitled to a renewal scholarship under this program.

- The scholarship recipient must have attained a minimum, cumulative, grade point average of 2.0 at a full-time student status during the most recent academic year (grade point average will be the non-weighted average using a four-point system).
- The scholarship recipient must present evidence of continued enrollment, participation as a full-time student, and enrollment in the next higher academic year, i.e., promotion to sophomore, junior, or senior status.
- The scholarship recipient must complete a scholarship renewal application at scholarship.oneok.com on or before the date designated by ONEOK, contents, and requirements of which are described below.

Scholarship Renewal Application

- Updated applicant information at scholarship.oneok.com
- Transcript of college or technical institute courses taken
- Copy of enrollment for next academic year.

When the renewal application is received, the scholarship coordinator will analyze the application for eligibility. Notification will then be sent out to all renewal applicants.

Renewal Payments and Refund Requirements

Payment will be either \$5,000 (four-year degree) or \$2,500 (two-year degree) for each year the renewal scholarship is awarded. A refund of the full payment will become due should the scholarship recipient fail to enter school as enrolled.

Federal Tax Disclosure

The receipt of an award under the scholarship program is tax-free under Section 117 of the Internal Revenue Code to the extent it is used to pay tuition, fees, books, supplies, or equipment required for courses at an eligible educational institution. If an award is used for any other purposes, it may be considered taxable income to the recipient.

Denial of Application or Scholarship Payment

If an application or scholarship payment is denied, in whole or in part, the scholarship coordinator shall send the applicant or the selected scholarship recipient a Notice of Denial explaining the facts. An applicant or scholarship recipient whose application or scholarship payment has been denied or his/her authorized representative, may request a review of the denial, may submit issues and comments, and may review pertinent program documents. Such requests, submissions, and reviews must be in writing, as appropriate, and must be submitted to the scholarship program committee within 30 days after the applicant or scholarship recipient's receipt of the Notice of Denial. The review of the facts involving the denial of an application or scholarship payment shall be made by the scholarship program committee or its designee within 60 days of the receipt of the request for review, unless the committee determines that special circumstances require additional time, in which case, a decision shall be rendered not later than 120 days after receipt of the request for review.

Termination or Change

The scholarship program may be terminated or changed by a directive from the Chief Executive Officer.

Roles and Responsibilities

Scholarship Program Committee - The scholarship program committee will consist of designated officers or key employees of ONEOK. The committee shall review and select scholarship recipients and authorize distribution of ONEOK scholarship funds.