

## Information for Schools 2018-19 Application Cycle

### How many awards will be available?

Each year, the number of awards available is dependent upon funding available and the number of students that stay in the program/requalify. The Roman Catholic Foundation anticipates up to 60 new awards in the Beyond Sunday Elementary School program and up to 35 new awards in the Beyond Sunday High School Fellows Program. Because demand is high and preference for Beyond Sunday Scholarships is given to Catholic families registered in a parish, it is expected that all new awardees will be registered Catholics.. The SOAR! program will award 5-10 new scholarships at St. Mary's High School, Cardinal Ritter College Prep, and Trinity Catholic High School. The elementary school SOAR! program is only accepting requalification applications.

Consistent with the current school year, TTEF anticipates approximately 500 new awards in Alive! In Christ and 350 in Help for Today, Hope for Tomorrow (St. Louis City residents in City schools only). Each year, Catholic Families Tuition Assistance serves approximately 700 students and the Parish Employees Endowment Fund serves approximately 90 students.

### When should families apply?

While the deadline for Beyond Sunday, SOAR!, Catholic Families Tuition Assistance, and PEEF is February 28<sup>th</sup>, we are recommending that all families apply as soon as possible after the application opens on January 29<sup>th</sup>. Alive! In Christ is first-come, first-served, and this applies to all *new* applications and *younger siblings* who may be eligible. City residents should also apply as early as possible to be considered for Help for Today, Hope for Tomorrow. Also, it is important to remember that an application is not considered complete or in the queue to be awarded until the income a family has reported on the application is supported by all required documentation and confirmed by the TTEF scholarship office as eligible. In other words, *it is important that families gather all required documentation before submission so that a complete application can be submitted as early as possible. Families that apply late in February are often marked incomplete by the deadline because we were not able to inform them that additional documentation was needed.*

### What's new this year?

#### Award Amounts & Income Guidelines

The Beyond Sunday Elementary Program & High School Fellows Program have changed award amounts for all *new* recipients in 2018-19. The award amounts are set intentionally to serve as many students as possible in the years to come. Additionally, *new* awards will be capped at 50% of a student's tuition. Award amounts for Alive! In Christ and Help for Today, Hope for tomorrow have not changed.

The updated income guidelines for all programs can be found on our website under each scholarship's page. Please note that *requalifying awards are not subject to new guidelines or award amounts in Beyond Sunday unless an award would increase.*

#### High School Fellows Application Changes

In the third year of the Beyond Sunday Fellows High School Program, the required essay has been changed to two short-answer questions. These questions must be answered by the student applicant and are specific to the program's values of faith, service, and leadership. The answers to these questions, as well as the required contact information for two references, must be submitted within the application. *New this year* and due to high volume, we are not able to accept emailed, faxed, or mailed responses. The questions are now located at the final stage of the online application (Step 5) and families/students will be able to edit the responses until the February 28<sup>th</sup> deadline. Responses will be evaluated by RCF beginning March 1<sup>st</sup> and late responses will not be accepted.

***(Continued on reverse)***

## How do I log in?

For detailed instructions on how to log in, you may view a [tutorial video](#) or download a [step-by-step guide](#). All tutorials are located on our website under Scholarships – Info for Schools.

## How can I see who has applied and if my families' applications are complete?

To view all TTEF applications received for your school, log in and click on the My School section of the site, located on the blue bar across the top of the screen. Click on the All School Apps tab and set the School Year to 2018-2019.

For detailed instructions, you may view a [video](#) or download a [PDF guide](#). All tutorials are located on our website under Scholarships – Info for Schools.

To view the application status of any family who has applied through TTEF for a scholarship to your school, log in and click on the My School section of the site, located on the blue bar across the top of the screen. Click on the All School Apps tab and set the School Year to 2018-2019. The black bar on this page contains a column header labeled Family Financials Status. Each student's row of information will display Complete if all required documentation has been submitted. Needs Documentation will be displayed if required documentation is missing and Pending TTEF Review will be displayed if application is still in the queue to be evaluated by TTEF staff. To view the required documents that are missing, click View Family App for the student. Required documents displaying *Need Documentation* must be submitted before the application is considered complete.

To view a list of potential requalifying families who have not yet reapplied for your school, click on the Action Needed section of the site, located on the blue bar across the top of the screen. Scroll to the bottom of the page to view the list of students with a scholarship in the current school year with no application for the coming school year. If you believe a student is on this list in error for any reason, please contact our office by email at [ttef@archstl.org](mailto:ttef@archstl.org).

## How can I see who has been awarded?

Students who are awarded a scholarship, *new or requalifying*, will appear in the Action Needed section of the site on the SCF tab.

As students are approved for requalification and new awards are made, schools may begin confirming each student's enrollment, tuition, and local aid for the fall through the online School Commitment Form (SCF). All SCFs are due by June 30<sup>th</sup> to ensure the scholarship remains. The form should only be submitted when tuition and local aid can be entered accurately.

## What does our school need to do?

During the open application period, schools should work with families to support them in submitting complete applications as early as possible. Applications are not considered complete until all documentation has been received by TTEF confirming the financial information reported on the online application. Please view the *Beyond Sunday Fellows FAQ* document for more information about how to support your school's families interested in this program.

Schools are also required to complete SCFs by the deadline, as mentioned above, and to confirm each student's enrollment twice annually before payment through the online Scholarship Verification Report (SVR). Schools are responsible for ensuring every parent completes the SVR in the designated time period (typically October and March) to receive payment.

