

January 2, 2018



Dear Parent/Guardian,

We are excited to launch the online application process and requalification process for the 2018-2019 school year.

**The online application will open for all families, new and re-applying, January 29<sup>th</sup>, 2018. Alive! In Christ is first-come, first-served for any siblings that may be eligible, so we encourage you to apply as early as possible. Approximately 500 new awards will be available. City residents should also apply as early as possible to be considered for Help for Today, Hope for Tomorrow. Approximately 350 new awards will be available in this program.**

**The application deadline for Beyond Sunday, SOAR!, Catholic Families Tuition Assistance (CFTA), and the Parish Employees Endowment Fund (PEEF) is February 28<sup>th</sup>, 2018. Any family who would like to be considered for these programs, even if you are applying for requalification, must apply between January 29<sup>th</sup> and February 28<sup>th</sup>, 2018. Up to 60 new elementary school awards will be available in Beyond Sunday. It is important to remember that siblings attending the same school are not eligible in this program.**

Individual students may not receive more than one scholarship if awarded. Catholic Families Tuition Assistance and Parish Employees Endowment Fund are the only tuition assistance programs that may be received in addition to another scholarship. Families may have multiple children receiving scholarships.

Documents needed to complete applications include the following (please see the enclosed *Required Documentation* sheet for more details):

- Proof of Income
- Proof of Residency (St. Louis City residents applying to City elementary schools only)
- High School Students are required to submit responses to two short-answer questions and contact information for two references at the time of application to be considered for the Beyond Sunday Fellows Program. **Up to 35 new awards will be available in this program.** Students currently receiving a Beyond Sunday Fellows scholarship are not required to submit responses or references for requalification. For more information about the Beyond Sunday Fellows Program, please see the enclosed *Beyond Sunday Fellows FAQs* or visit [www.ttef-stl.org](http://www.ttef-stl.org).

Because you already have an account with TTEF, you must log in to apply. Applying without logging in will duplicate your account in our system and will cause a delay in processing your application.

- To log in to the online system, visit [www.ttef-stl.org](http://www.ttef-stl.org) and click on the **Scholarship – Info for Parents and Apply Here**.
- On the Family Log In page, type your primary email in the Family Login box and enter your password. If you have forgotten your password click “Forgot Password?” and instructions to create a new password will be emailed to you. Detailed instructions on how to apply are posted on our website.

TTEF is offering support sessions for all parents that would like help in re-applying online or do not have computer access. All sessions will be held from 3:30-6:30PM at each site. Please bring all required documents.

- February 1<sup>st</sup>, 2018: Our Lady of Guadalupe (Ferguson), 1115 South Florissant Road, 63121
- February 6<sup>th</sup>, 2018: Sacred Heart School (Florissant), 501 St. Louis St., 63031
- February 7<sup>th</sup>, 2018: Seton Regional Catholic (St. Elizabeth/St. Robert – St. Charles), #1 Seton Court, 63303
- February 8<sup>th</sup>, 2018: Our Lady School (Festus), 1599 St. Mary Lane, 63028
- February 13<sup>th</sup>, 2018: South City Catholic Academy (St. Louis City), 5821 Pernod Ave, 63139

Thank you,

Lauren Young  
Sr. Director of Scholarships

Laura George  
Director of Scholarships

# Required Documentation

High School Students are required to submit responses to two short-answer questions and contact information for two references at the time of application to be considered for the Beyond Sunday Fellows Program. **These must be submitted through the online application system. Due to high volume, we cannot accept mailed, emailed, or faxed responses.** Students currently receiving a Beyond Sunday Fellows scholarship are not required to submit responses or references for requalification. For more information about the Beyond Sunday Fellows Program, please see the enclosed *Beyond Sunday Fellows FAQs* or visit [www.ttef-stl.org](http://www.ttef-stl.org).

Residents of the City of St. Louis are required to submit proof of residency. Family Financials for City Residents will not be complete until proof of residency is verified. Residents of surrounding cities and counties do not need to submit proof of residency. Any of the following documents are considered a valid proof of residency:

- Missouri Driver's License
- Utility Bill
- House/Apartment Lease or Deed
- Bank Statement
- W2
- Federal Tax Return Form 1040
- Government Assistance Award Letter

All families applying for a scholarship or reapplying for scholarships will also need the following financial documents to submit a complete application. Income of other adults living with the family should be included only if they contribute to household expenses and/or any of the child(ren)'s tuition.

**Please note that the income your family has listed on the application must be supported by all required documentation and confirmed by the TTEF scholarship office as eligible in order for an application to be considered complete.**

Type of Income	ONE of the Following Proofs are Required for EVERY Type of Income Received
Adjusted Gross Income (Wages from employment and all other income reported on Federal Taxes)	<ul style="list-style-type: none"> <li>• Pages 1 &amp; 2 of your 2017 Federal Income Tax Return (Form 1040) (if not complete, 2016 will be accepted)</li> </ul> <p><b><i>If the family does not file taxes or they are not available...</i></b></p> <ul style="list-style-type: none"> <li>• 2017 W2 for all places of employment of applicable adults</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Three paystubs from 2017 or 2018 for all places of employment of applicable adults</li> </ul>
<b>If applicable, the family must provide proof of any supplemental income they are receiving.</b>	
Business Income	<p><b>NOTE: If this income is already claimed on the taxes, do not list the amount as additional Business Income on the application and do not submit additional documentation or the income will be calculated higher than it should be.</b></p> <ul style="list-style-type: none"> <li>• Copy of business tax return, financial statements or a notarized letter stating total earnings</li> </ul>
Child Support	<ul style="list-style-type: none"> <li>• If court ordered, documentation stating amount of support and name</li> </ul> <p style="text-align: center;"><b><i>If not court ordered...</i></b></p> <ul style="list-style-type: none"> <li>• Transaction record displaying your name and monthly or annual amount</li> </ul>
Public Assistance Cash	<ul style="list-style-type: none"> <li>• Award letter displaying name and award amount</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Transaction record displaying name and monthly or annual amount</li> </ul>
Food Stamps	
Social Security/SSI	
Unemployment/Worker's Comp	
Other (includes but is not limited to tuition support from family, friends, or employer)	<ul style="list-style-type: none"> <li>• If the family has other sources of income not reported elsewhere, please provide notarized letters from employer, family/friends providing financial assistance stating the annual amounts.</li> </ul>