

## Unified Online Scholarship Application 2022-2023 New Family Instructions

PLEASE NOTE: The instructions below are for families who have <u>never applied</u> for a scholarship through the Today & Tomorrow Educational Foundation. If you have ever applied for a scholarship, you must log in with the email address we have on file for you. If you do not know what this email address is, <u>please stop here</u> and call 314-792-7777 or email us at ttef@archstl.org for assistance. Duplicating your family with a new account if you have applied before will cause delays in processing your application. We are happy to help you!

## Applying for a Scholarship as a New Family

- Open your web browser and type in the address for the TTEF website: <u>www.ttef-stl.org</u> and click the link *Apply* for a Scholarship.
- 2. This site is used by families who are currently receiving a scholarship through TTEF and by families who are not. If you have never applied for a scholarship from TTEF, click the link to **fill out a new application**.
- 3. Please read the text at the top of the page <u>completely</u> before starting your application. All required questions must be answered before you can submit your application.

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Thank you for visiting the TTEF Family Login Page! The required Parent Signature (SVR) is now closed for the Fall Semester. The Scholarship Application for 2016-17 is no longer available. If your school has requested that you complete the 2016-17 application at this tim Scholarship Office at 314-792-7777. Please check back on January 30 <sup>th</sup> , 2017 to submit a Scholarship Application for the 2017-18 school year.							
	Family Login       Email Address						
	Login Forgot Password?						

4. **Family Information**: Enter your primary email address in the Login Information **Email Address** box and create a password that you will remember. In the Parent/Guardian 1 and Parent/Guardian 2 sections, please enter all required fields and any additional information that you are able to provide.

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	Please complete the fields below to create an account that will be linked to your family's application. You may "Save" your application and upload required documents at a later date and time. Certain questions must be answered before saving. Your application will not be considered until all necessary supporting documents have been uploaded and verified by our Scholarship Administrators. Failure to complete a required field will result in an incomplete application that v not be processed.										
	* Email Address										
	* Password	* Confirm Password									
Г	- Parent/Guardian 1										
	Title										
	Select										
	* First Name	Middle Initial	* Last Name								
	Suffix										
	* Relationship to child(ren)										
	- Select										
	* Marital Status										
	- Select -										
	* Address										
	* City	* State	* Zip Code								
		- Select -									
	* Primary Phone Number	* Primary Phone Type									
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	Other Phone Number	Other Phone Type		€ 100% <b>~</b>							
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5. The Family Qualification Information section determines eligibility for some scholarships and financial aid programs that are limited to residents of St. Louis City (Help for Today, Hope for Tomorrow) or Catholic families (Catholic Families Tuition Assistance). If you are a resident of St. Louis City and are applying for one or more children to attend an elementary school in St. Louis City, you will be required to upload one proof of residency. A valid proof of residency can be a copy of a utility bill showing your name (or your spouse's entered on application) and your street address in the City; a copy of your/your spouse's Missouri Driver's License; or your/your spouse's Missouri Voter Registration Card.

If you select Catholic as your Religious Affiliation you will be prompted to type your home parish in the box and answer if you are a registered parishioner or not (Yes/No). Once you see your parish listed below the search box where you typed the name, click in the circle next to the parish name to select it as your home parish.

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Family Qualification Information WARNING: Revision "testData" Currently Loaded (Marchar) X	
Some scholarships are reserved for residents of St. Louis City and/or for Catholic families. The information you submit in the questions in this section will help determine your eligibility for different scholarship programs.	
* Resident in the City of St. Louis?	
- Select -	
* Religious Affiliation Select	

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Se	ome scholarships are reserved for residents of St.	WARNING: Revision "testData" Currently Loaded was no? X Louis City and/or for Computer annues are more moving or sound are requestions in this section with representing your eligibility for different scholarship programs.	^
* 1	Resident in the City of St. Louis?		
	- Select		
* 1	Religious Affiliation		
	Catholic		
н	ome Parish	Are you a registered Parishioner there?	
a	iscen ×	_Yes _No	
0	Ascension (Chesterfield)		

6. Financials: To enter household financial information, answer all questions that are required and upload at least one listed document for your Adjusted Gross Income and for any additional income that you need to report in the Yes/No questions below. If you are unable to upload your required documentation, you may submit it via email to ttef@archstl.org , fax to 314-792-7629, or mail to TTEF at 20 Archbishop May Dr., St. Louis, MO, 63119. Your application will not be considered complete until all required documentation is received and verified as matching the income reported on the application.

Household Financial Information     The information provided in the following section is used to determine financial eligibility for scholarship programs. It is important that the information provided is accurate and is confirmed by the documents you provide,     If the documents you provide do not confirm the income listed in the section below, the application will be considered incomplete until your income can be confirmed.     School Year     2020-2021     Number of Adults     Number of Children									
If the documents you provide do not confirm the income listed in the section below, <u>the application will be considered incomplete</u> until your income can be confirmed.  * School Year 2020-2021									
2020-2021									
* Number of Adults * Number of Children									
Adjusted Gross Income									
Are you currently employed?     O Yes ○ No									
* Adjusted Gross Income If uploading your tax return please enter the amount of your Adjusted Gross Income. If uploading your W2 please enter the amount of wages in box 1. If uploading your paystubs, please enter your total annual income.									
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Adjusted Gross Income Documentation 😜 Adjusted Gross Income Documentation 2 😜 Adjusted Gross Income Documentation 3 😜									
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Business Income from Self-Employment									
Please list this income ONLY if it is not already included in the documentation you submitted above									
* Business Income from Self-Employment? ○ Yes ○ No									

7. Student Information: Carefully enter application information for each student in your family in grades K-12 who you would like to be considered for a scholarship. Grade and school information must be entered for the 2022-2023 school year. To add additional students, click the green +Add another student button. The short-answer responses and reference contact information required to be considered for Beyond Sunday Fellows are located at the END of the application. This is only available if the student is eligible for Beyond Sunday.

8. Read the Conditions of Ongoing Tuition Grant and click in the box next to each statement to certify that you agree.

Conditions of Ongoing Tuition Grant										1			
- I promise to pay my child(ren)'s school account in a timely and responsible manner.													
I certify that all financial information provided to the school and to the TTEF (through this application) to determine our eligibility is true and complete to the best of my knowledge. I agree to provide additional proof, if asked, that the information given to the school and TTEF is true and acknowledge that failure to do so will result in a loss of the tuition grant.													
C * I promise to ensure at least 90% daily attendance of my child(ren) or risk losing the scholarship.								$\sim$					
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When you have completed all the required questions, click submit at the bottom of the page to be sure your application is sent to TTEF Staff. Remember, your application will not be considered complete until all required documentation is received. The next page will display information about submitting the short-answer responses and contact information for references required to be considered for the Beyond Sunday Fellows High School program, if applicable.

## **IMPORTANT INFORMATION FOR SUBMITTING ADDITIONAL DOCUMENTATION**

After clicking Submit, you will be redirected to a page that provides instructions for submitting any financial and residency documentation that you were not able to submit. Please click **Print Form** and follow the instructions on the form to submit any documents listed that still need to be submitted. Please do not send duplicate copies of documents already submitted.

By submitting the online application form, you are also creating a TTEF account that you can log into to apply each year and submit required signatures each semester if your child is awarded.

## NOTE: You will receive an automatic email after submission of Steps 1-4. If you are missing any documentation, this does not mean your application is complete, only that the online form was submitted for Steps 1-4.

PLEASE REMEMBER that the short answer responses and reference contact information <u>must be submitted through the</u> online application system by the deadline of February 28<sup>th</sup>, 2022 if applicable. Due to high volume, we cannot accept mailed, emailed, or faxed responses. You will be able to access this page to submit or edit responses until February 28<sup>th</sup>, 2022. Click the green button "Beyond Sunday Responses" to open the box where you will submit the short-answer responses and references.

TTEF - FAMILY ACCESS	WARNING: Revision "finalTestDatabase" Currently Loaded was test X	Doll+1 Logout					
HOME APPLICATION STUDENTS PARENT SIGNATURE PAGE (	SVR)						
Step 5: Submitting Additional Requi	red Information						
Instructions	Thank you for submitting your 2017-18 scholarship application to the Today and Tomorrow Educational Foundation!						
Step 1: Family Information	You will receive an automatic email momentarily confirming receipt of the online application form.						
Step 1: 1 anny monation	You may contact our office at 314-792-7777 or by email at ttef@archstl.org with any questions. If you did not upload your required financial documents, please remember that you must do so for your application to be considered. You may click 'Print Form' below to print your "Required						
Step 3: Financials	Supporting Documents Form". The form is completed for you with the information you need to provide the TTEF office to complete your scholarship application. Place the form in an envelope with copies of the required listed documents and mail to TTEF. 20 Archibishon Mar Dr. St. Louis. MO 63119 or fax to 314-792-7625 This form is NOT neares 104 hours accessfully uploaded ever vecured						
Step 4: Verification	document.						
Step 5: Submitting Additional Required Information	PattForm						
	Each student you have entered a high school application for is listed below. The student(s) must respond to TWO of the following questions in 100 words or more AND submit contact information for two references to be co Beyond Sunday Fellows program. These responses must be entered directly into the space available. This form will be accessible ONLY until February 28th, 2018. You may return to this page until this deadline to review, si responses. Due to high volume, emailed, faxed, and mailed short answer responses and edits will not be considered. We are also unable to accept emailed, faxed, or mailed contact information for references and cannot ac recommendation.	ubmit, and edit					
	PLEASE NOTE that students will be awarded based on these responses AND income eligibility of your family. To be considered income eligible, the income (before any change) that you have listed on your application mus required documentation and confirmed by the TTEF scholarship office as eligible according to the Beyond Sunday Income Guidelines by February 28th, 2017. If you intended to apply for a high school student and do not so below, please email ttef@archstl.org immediately for support.						
	Student School Grade						
	Doll, Skipper Barat Academy Sth	yond Sunday Responses					