

December 2016

Dear Parents,

The Bishop's Catholic Schools Endowment Committee is once again pleased to be able to award scholarships to students attending our schools. Each applicant is given serious consideration with top priority given to those most in need. Last year we had 300 families apply for scholarships. We were able to assist 200 families with awards between \$500 to \$1,000.

It is very important that all forms and information be completed in full. **Incomplete applications will not be considered.** Please consult with your principal or their designated staff member who will be able to assist you with completing the application. Please submit copies of documentation such as W2's, food stamp award notices, etc. Only copies should be submitted. Do not submit originals because documentation is not returned.

A summary of needed forms, information, and due dates are as follows:

***First Step: By February 3, 2017***

The applicant completes and turns in the following to the principal.

***Pages 2 and 3: Financial Need and Evaluation Form***

- Sections I through V completed in full
- Section VI Documentation (copies only)

***Page 4: Letter with pertinent information*** This must describe your financial need, especially if your situation has changed dramatically in the last year.

- Sign and date form

***Final Step: On or before February 17, 2017***

The principal will submit the entire application, including ***Page 1: a Principal's Confidential Form***, to the Office of Catholic Schools. The committee will seriously consider each application package, but there is no guarantee to receive funds and you will be notified by April 28, 2017 of our decisions.

Thank you for providing the Committee the opportunity to help.

Sincerely,

The Catholic Schools Endowment Committee