

January 3, 2017



Dear Parent/Guardian,

We are excited to launch the online application process and requalification process for the 2017-2018 school year. We are thrilled with your positive response to the online system and would like to share important information with you. This information has also been sent to the email address we have on file for you.

The online application will open for all families, new and re-applying, January 30, 2017. The application deadline for Beyond Sunday, SOAR!, Catholic Families Tuition Assistance (CFTA), and the Parish Employees Endowment Fund (PEEF) is February 28th, 2017. We encourage every family to apply and/or re-apply as early as possible in February. Any family who would like to be considered for these programs, even if you are applying for requalification, must apply between January 30th and February 28th, 2017. Also, it is important to remember that 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.

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:

- High School Students are required to submit an essay and contact information for two references at the time of application to be considered for the *Beyond Sunday* Fellows Program. Students currently receiving a *Beyond Sunday* Fellows scholarship are not required to submit an essay or references for requalification.
 - ESSAY PROMPT: In 250 words, please describe why you want to be a *Beyond Sunday* Fellow.
 - REFERENCES: One from your pastor or leader of a Catholic program or organization of which the applicant is a member of, and the other from a teacher or principal. Please provide only the contact information for your references and do not submit letters of recommendation. Your references will only be contacted if necessary.
 - For more information about the *Beyond Sunday* Fellows Program, please visit www.ttef-stl.org.
- Proof of Residency (St. Louis City residents only; please see Required Documentation sheet for details)
- Proof of Income (please see Required Documentation sheet for details)


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 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 3:00-7:00PM at each site. Please bring all required documents.

- February 2, 2017: Our Lady of Guadalupe, 1115 South Florissant Road, 63121
- February 6, 2017: St. Rose Philippine Duchesne, 3500 St. Catherine Street, 63033
- February 7, 2017: Our Lady of Lourdes - Washington MO, 950 Madison Avenue, 63090
- February 9, 2017: St. Cletus, 2721 Zumbahl Road, 63301
- February 15, 2017: St. Margaret of Scotland, 3964 Castleman Avenue, 63110

Thank you,


Lauren George
Director of Scholarships


Lauren Young
Director of Scholarships

Required Documentation

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

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.

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"> • Pages 1 & 2 of 2016 or 2017 Federal Income Tax Return (Form 1040) <li style="text-align: center;"><i>If the family does not file taxes or they are not available...</i> • 2016 W2 for all places of employment of applicable adults <li style="text-align: center;">OR • Three paystubs from 2016 or 2017 for all places of employment of applicable adults
If applicable, the family must provide proof of any supplemental income they are receiving.	
Business Income	<p>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.</p> <ul style="list-style-type: none"> • Copy of business tax return, financial statements or a notarized letter stating total earnings
Child Support	<ul style="list-style-type: none"> • If court ordered, documentation stating amount of support and name <li style="text-align: center;"><i>If not court ordered...</i> • Transaction record displaying your name and monthly or annual amount
Public Assistance Cash	<ul style="list-style-type: none"> • Award letter displaying name and award amount <li style="text-align: center;">OR • Transaction record displaying name and monthly or annual amount
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"> • 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.

