



DUCESNE HIGH SCHOOL

mind, body and spirit

January 28, 2019

Dear Parents,

We are sending you this information to enable you to meet application deadlines. Parents applying for financial aid will be required to apply to the website, www.ttcf-stl.org, for the *Beyond Sunday* Fellows Program, Catholic Family Tuition Assistance, and the Parish Employees Endowment Fund. ***You must apply for these scholarships between January 28 and February 28, 2019.***

Please also keep in mind that parents will still be required to apply to FACTS for local scholarships, tuition assistance, and work study offered by Duchesne High School. It is very important that parents understand the need to apply in both places. If parents requesting financial aid do not apply for the new *Beyond Sunday* Fellows scholarship, Duchesne will not be able to solely support the financial needs from our local resources.

Enclosed you will find information on how to apply for the new *Beyond Sunday* Fellows scholarship, CFTA (Catholic Family Tuition Assistance), and PEEF (Parish Employees Endowment Fund); as well as information on how to apply for Duchesne scholarships, tuition assistance, and work study.

We are here to help you through this process. If you have any questions, please call Roseann Ogden, our Business Manager, at 636-946-6767 ext. 6911.

If you are in need of assistance with applying for the *Beyond Sunday* Fellows Program, CFTA, or PEEF, the Today and Tomorrow Educational Foundation staff will be available to help you with the online application during the following dates/times at the locations listed below. All sessions are open to families from every parish and school. An RSVP is not required to attend. Each session will be held from 3:30-6:30 PM.

Tuesday, Feb. 5 | Our Lady of Guadalupe (Ferguson) | 1115 S. Florissant Road, 63121

Wednesday, Feb. 6 | South City Catholic Academy (St. Louis City) | 5821 Pernod Ave., 63139

Thursday, Feb. 7 | Christ, Light of the Nations School (Spanish Lake) | 1650 Redman Rd., 63138

Tuesday, Feb. 12 | All Saints School (St. Peters) | 5 McMenamy Rd, 63376

Wednesday, Feb. 13 | Holy Infant School (Ballwin) | 248 New Ballwin Rd., 63021

Sincerely,

Charles L. Nolan, Jr.
President

Scholarship Information for Parents for the 2019-2020 School Year

One application is used to apply for all scholarships funded by the Catholic Education Office, the Roman Catholic Foundation of Eastern Missouri, and the Today & Tomorrow Educational Foundation. To apply, please visit www.ttef-stl.org and click Apply Here. The Scholarship Office at TTEF will review your family's application and determine if your family is eligible for any awards offered based on each program's guidelines and funding availability. The application is online only and is free of cost!

For families applying to Archdiocesan/parochial elementary schools: Funding is available through Alive! In Christ for approximately 200 *new* awards for students of all faiths. Alive! In Christ is first-come, first-served and the maximum award is \$2,000. Residents of the City of St. Louis applying for Archdiocesan and private schools in the City may be eligible to receive Help for Today, Hope for Tomorrow. Maximum award in this program is also \$2,000 and approximately 350 new awards will be available.

Approximately 140 *new* awards will also be available through the Beyond Sunday scholarship program for Catholic families registered in a parish. The maximum award for new recipients in this program is \$1,750 and the application deadline is February 28th, 2019. 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.

For families applying to Archdiocesan and private-Catholic high schools: Approximately 50 *new* Beyond Sunday Fellows scholarships will be available, primarily for incoming freshmen applying for Archdiocesan high schools. Due to high demand, it is expected that all new awardees will be registered Catholics. The maximum award for new recipients in this program is \$3,500 and the deadline to apply is February 28th, 2019.

For families currently receiving ANY scholarship: All families are encouraged to apply as early as possible. New *and* returning applications for Beyond Sunday, SOAR!, CFTA, and PEEF are due by February 28th, 2019. Alive! In Christ is first-come, first-served, including for all eligible siblings! City residents should also apply as early as possible to be considered for new awards in Help for Today, Hope for Tomorrow. Requalification applications for Alive! In Christ and Help for Today, Hope for Tomorrow may be submitted through May 1st, 2019. However, you **MUST** apply by February 28th to be considered for any other programs.

Catholic Families applying to Archdiocesan/parochial elementary and high schools may be able to receive funding *in addition* to Alive! In Christ, Help for Today, Hope for Tomorrow, or Beyond Sunday, through Catholic Families Tuition Assistance. Application deadline is February 28th, 2019.

Students of parish employees working 1,000 hours or more per year may receive funding *in addition* to Alive! In Christ, Help for Today, Hope for Tomorrow, or Beyond Sunday through the Parish Employees Endowment Fund. Application deadline is February 28th, 2019.

Families currently receiving a Beyond Sunday scholarship are not affected by the adjusted 18-19 award amounts. Requalifying awards are not subject to award amounts in Beyond Sunday unless an award would increase.

APPLICATION AVAILABLE JANUARY 28th, 2019!

***See Reverse for Important Additional Information
regarding Application Requirements!***

Important Additional Information

- Individual students may not receive more than one scholarship if awarded, not including Catholic Families Tuition Assistance and Parish Employees Endowment Fund. These funds may be awarded in addition to the other scholarships listed. Families may have multiple children receiving scholarships, depending on program guidelines.
- Documents needed to complete applications include:
 - 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. For more information about the Beyond Sunday Fellows Program, please visit www.ttef-stl.org or see the flyer *Beyond Sunday Fellows Frequently Asked Questions*.
 - Proof of residency (St. Louis City residents only): ONE of the following documents
 - Missouri Driver's License
 - Utility Bill
 - House/Apartment Lease or Deed
 - Bank Statement
 - W2
 - Federal Tax Return Form 1040
 - Government Assistance Award Letter
 - Proof of Income (see table below)

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 You Receive
Adjusted Gross Income (Wages from employment and all other income reported on Federal Taxes)	<ul style="list-style-type: none"> Pages 1 & 2 of your 2018 Federal Income Tax Return (Form 1040) (if not complete, 2017 will be accepted) If you do not file taxes you may submit... 2018 W2 for all places of employment for you and your spouse <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Three paystubs from 2018 or 2019 for all places of employment of you and your spouse
If applicable, please provide proof of any supplemental income your family is receiving.	
Business Income	<p>NOTE: If this income is already claimed on your taxes, do not list the amount as additional Business Income on your application and do not submit additional documentation or your income will be calculated higher than it should be.</p> <ul style="list-style-type: none"> Copy of your business tax return, financial statements or a notarized letter stating your total earnings
Child Support	<ul style="list-style-type: none"> If court ordered, provide documentation stating amount of support and your name <p>If not court ordered, you may submit...</p> <ul style="list-style-type: none"> 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 <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Transaction record displaying your name and monthly or annual amount
Food Stamps	
Social Security/SSI	
Unemployment/Worker's Comp	
Other (includes but is not limited to adoption or foster subsidies, tuition support from family, friends, or employer)	<ul style="list-style-type: none"> If you have other sources of income not reported elsewhere, please provide notarized letters from your employer, family/friends providing financial assistance stating the annual amounts.

We look forward to providing your family with the opportunity to apply for scholarships funded by the following partners:





Beyond Sunday

Education | Faith | Community

Beyond Sunday Fellows (High School) Program 2019-2020 School Year

Frequently Asked Questions

How many scholarships will be available for the 2019-2020 school year?

Up to 50 new Beyond Sunday Fellows scholarships will be awarded throughout the Archdiocese of St. Louis, primarily for incoming freshmen.

Who should apply?

More than 1,400 high school applications were received last year for a total of 35 new awards. While the Beyond Sunday Fellows Program is open to all faiths, Catholic students in Catholic families who are registered in a parish receive priority, and 100% of the program's current recipients meet this criteria. The Roman Catholic Foundation anticipates this will be the same in the coming years.

How are award decisions made for the Beyond Sunday Fellows?

Award decisions are made according to the following priorities:

- Family's Income Eligibility
 - Required supporting documentation of income listed on application must be submitted by applicant and verified by the TTEF scholarship office by February 28, 2019.
 - To be considered income-eligible, a family's income must fall within the Beyond Sunday income guidelines before any changes to income.
- Number of Awards per Grade Level
 - An approximately equal number of awards per grade level will be maintained from year to year
- Number of Awards per School
 - A minimum of one award per school, either new or requalifying, will typically be maintained for each school with qualified applications
- Student short answer responses that demonstrate alignment with the objectives of the Fellows program
 - While there is a length requirement, responses are evaluated on content, not mechanics or writing ability
 - Please note: Responses must be entered directly into the space available on the online application. 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 accept any letters of recommendation.

When are award decisions made?

Award decisions are made immediately after the Beyond Sunday application deadline (February 28, 2019). Due to the high volume of applications received, late applications cannot be accepted. Applications without short answer responses, essays, or verified income by the deadline will not be considered.

Why are there new income guidelines?

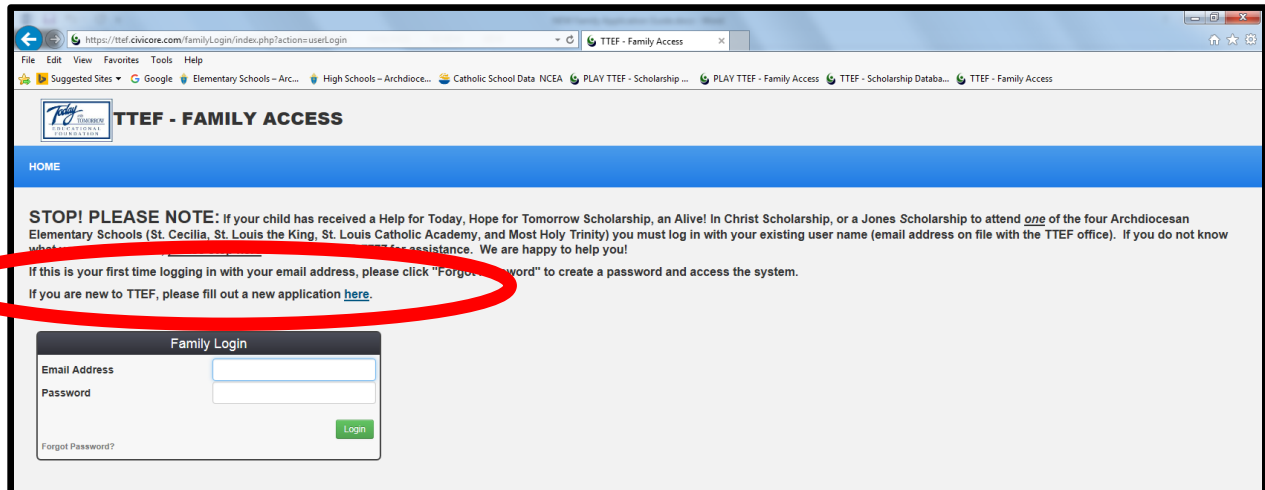
The objective of the Beyond Sunday Scholarship program is increase access to high-quality Catholic education for middle-income families. The Beyond Sunday income guidelines have been revised to align with the US Census' definition of middle-income.

Unified Online Scholarship Application 2019-2020 New Family Instructions

PLEASE NOTE: The instructions below are for families who have never applied 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, please stop here and call 314-792-7777 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!

1. Open your web browser and type in the address for the TTEF website: www.ttef-stl.org and click the link **Apply Here!**
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 completely before starting your application. All required questions must be answered before you can submit your application.



STOP! PLEASE NOTE: If your child has received a Help for Today, Hope for Tomorrow Scholarship, an Alive! In Christ Scholarship, or a Jones Scholarship to attend one of the four Archdiocesan Elementary Schools (St. Cecilia, St. Louis the King, St. Louis Catholic Academy, and Most Holy Trinity) you must log in with your existing user name (email address on file with the TTEF office). If you do not know what your user name is, please call 314-792-7777 for assistance. We are happy to help you!

If this is your first time logging in with your email address, please click "Forgot Password" to create a password and access the system.

If you are new to TTEF, please fill out a new application [here](#).

Family Login

Email Address

Password

[Forgot Password?](#)

4. 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.

The screenshot shows a web browser window with the URL http://tuebs.civcore.com/ttef/familyLogin/_revision-testData/index.php?. The page title is "TTEF - Family Access". A red warning banner at the top reads "WARNING: Revision 'testData' Currently Loaded". Below the banner is the "Login Information" section. It contains a message: "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 will not be processed." The form fields include: * Email Address, * Password, * Confirm Password, * First Name, Middle Initial, * Last Name, Suffix, * Relationship to child(ren), * Marital Status, * Address, * City, * State, * Zip Code, * Primary Phone Number, * Primary Phone Type, Other Phone Number, and Other Phone Type. The browser's taskbar at the bottom shows various icons and the system clock indicating 9:00 AM on 1/8/2016.

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.

The screenshot shows the "Family Qualification Information" section of the TTEF Family Access application. A red warning banner at the top reads "WARNING: Revision 'testData' Currently Loaded". Below the banner is a message: "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." The form fields include: * Resident in the City of St. Louis? and * Religious Affiliation. The browser's taskbar at the bottom shows various icons and the system clock indicating 9:00 AM on 1/8/2016.

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.

- 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.

- 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 2019-2020 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.**
- Read the Conditions of Ongoing Tuition Grant and click in the box next to each statement to certify that you agree.

9. 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 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.

PLEASE REMEMBER that the short answer responses and reference contact information must be submitted through the online application system by the deadline of February 28th, 2019. 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 28th, 2019. Letters of reference are not to be submitted and will not be considered.

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 must be submitted through the online application system by the deadline of February 28th, 2019. 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 28th, 2019. 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. What's this? X

Logout

HOMEAPPLICATIONSTUDENTS PARENT SIGNATURE PAGE (SVR)

Step 5: Submitting Additional Required Information

Instructions

Step 1: Family Information

Step 2: Student Information

Step 3: Financials

Step 4: Verification

Step 5: Submitting Additional Required Information

Thank you for submitting your 2017-18 scholarship application to the Today and Tomorrow Educational Foundation!

You will receive an automatic email momentarily confirming receipt of the online application form.

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 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 Archbishop May Dr., St. Louis, MO 63119 or fax to 314-792-7629. This form is NOT required if you have successfully uploaded every required document.

[Print Form](#)

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 considered for the Beyond Sunday Fellows program. These responses must be entered directly into the space available. This form will be accessible ONLY until February 28th, 2019. You may return to this page until this deadline to review, submit, and edit 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 accept any letters of recommendation.

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 must be supported by all 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 see their name listed below, please email ttef@archstl.org immediately for support.

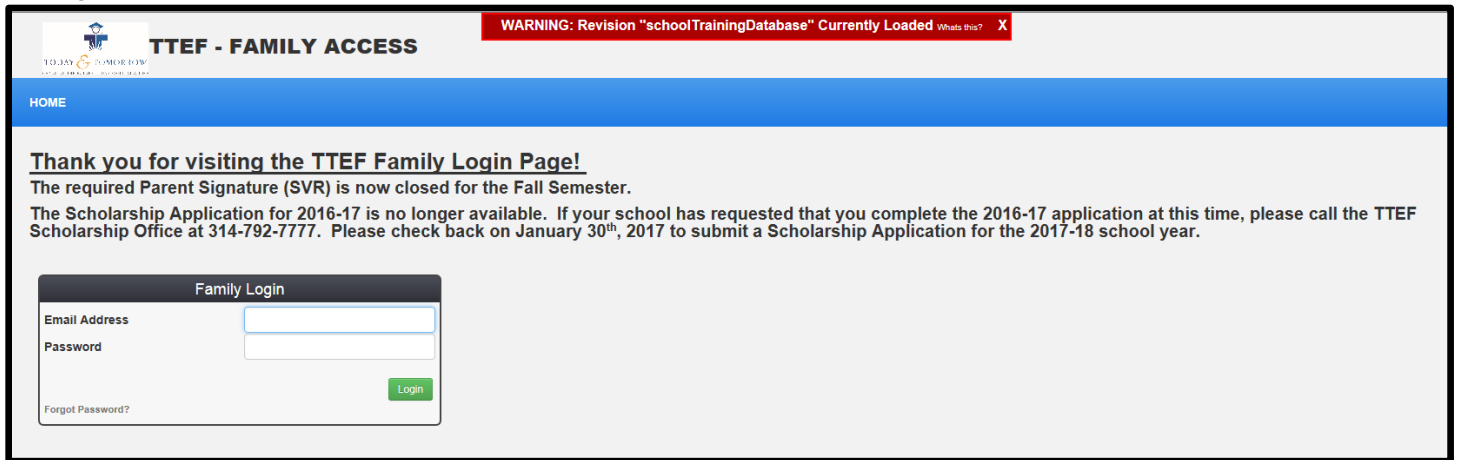
Student	School	Grade
Doll, Skipper	Barat Academy	9th

[Beyond Sunday Responses](#)

Unified Online Scholarship Application Re-Applying Family Instructions

Logging In

A current email address is required for all families to apply online. Families that have ever applied to TTEF before will need the email address TTEF has on file for you. If you do not know what this email address is, please contact our office by email at ttef@archstl.org or by phone at 314-792-7777. If you do not know your password, please use the *Forgot Password* tool below the Login button.



TTEF - FAMILY ACCESS

WARNING: Revision "schoolTrainingDatabase" Currently Loaded [What's this?](#) [X](#)

HOME

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 time, please call the TTEF Scholarship Office at 314-792-7777. Please check back on January 30th, 2017 to submit a Scholarship Application for the 2017-18 school year.

Family Login

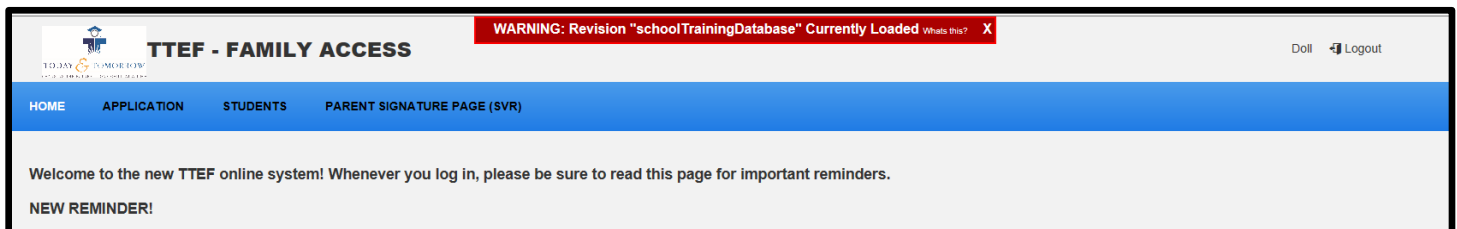
Email Address

Password

[Forgot Password?](#) [Login](#)

Returning Family Home Page

The first page you will see is the Returning Family Home Page. This page will have important reminders about your child's scholarship.



TTEF - FAMILY ACCESS

WARNING: Revision "schoolTrainingDatabase" Currently Loaded [What's this?](#) [X](#)

HOME APPLICATION STUDENTS PARENT SIGNATURE PAGE (SVR)

Welcome to the new TTEF online system! Whenever you log in, please be sure to read this page for important reminders.

NEW REMINDER!

(continue to next page)

Application

Please click on **Application** in the blue header. The first page you will see are the application instructions. Please read these carefully and click **Begin Application**.

The screenshot shows the 'TTEF - FAMILY ACCESS' web application. At the top, there is a navigation bar with 'HOME', 'APPLICATION', 'STUDENTS', and 'PARENT SIGNATURE PAGE (SVR)'. A red warning banner at the top right states: 'WARNING: Revision "schoolTrainingDatabase" Currently Loaded What's this? X'. The main content area is titled 'Instructions'. On the left, a sidebar lists the steps: 'Step 1: Family Information', 'Step 2: Student Information', 'Step 3: Financials', 'Step 4: Verification', and 'Step 5: Print Form'. The main text area explains that the application is for the 2017-2018 academic year and lists the steps to be completed. A green 'Begin Application' button is at the bottom.

TTEF - FAMILY ACCESS

WARNING: Revision "schoolTrainingDatabase" Currently Loaded What's this? X

HOME APPLICATION STUDENTS PARENT SIGNATURE PAGE (SVR)

Instructions

We are pleased to offer scholarships for the 2017-2018 academic year! Scholarships are available to all those who continue to meet our eligibility requirements.

Your application to renew your child(ren)'s scholarship will be considered after you review and complete the steps listed below:

- Step 1: Family Information
- Step 2: Student Information
- Step 3: Financials
- Step 4: Verification
- Step 5: Print Form (to submit required documents if you are not able to upload)

You will only be eligible for a scholarship when all steps are completed. When you open a section of the application and click **Save**, any information you have saved is updated for your family. You may answer all questions in Steps 1-4 and return to upload your documents at a later time or print your form (Step 5) to submit your documents by mail, email, or fax. Please email us at ttef@archstl.org or call 314-792-7777 for support.

[Begin Application](#)

Application Step One: Family Information

All families must review the family information listed on this page and make any necessary changes. Throughout the application, an asterisk (*) indicates information that is required to continue. After all information is correct, please click **Save & Continue**.

The screenshot shows the 'Step 1: Family Information' page. The navigation bar is the same as the previous page. The main content area is titled 'Step 1: Family Information'. On the left, the same sidebar of steps is shown. The main text area contains instructions for reviewing the information and a 'Login Information' section. The 'Login Information' section includes fields for 'Email Address' (barbiedolltest@barbiedolltest.com), 'Password' (masked with asterisks), and 'Confirm Password' (masked with asterisks). Below this is the 'Parent/Guardian 1' section, which includes fields for 'Title' (Ms.), 'First Name' (Barbie), 'Middle Initial' (A), 'Last Name' (Doll), 'Suffix', and 'Relationship to child(ren)' (Mother).

TTEF - FAMILY ACCESS

WARNING: Revision "schoolTrainingDatabase" Currently Loaded What's this? X

HOME APPLICATION STUDENTS PARENT SIGNATURE PAGE (SVR)

Step 1: Family Information

Review all information listed below. Make any corrections necessary, then click on 'Save & Continue' at the bottom of the page. You only have access to edit certain fields, if you need to edit something you do not have access to, please contact the TTEF office at 314-792-7777.

Login Information

Please complete the fields below to create an account that will be linked to your family's application. 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 will not be processed.

* Email Address
barbiedolltest@barbiedolltest.com

* Password Your password must be at least 8 characters, contain one capital letter, and one symbol (for example: !@#5%*&?).

* Confirm Password

Parent/Guardian 1

* Title
Ms.

First Name
Barbie

* Middle Initial
A

Last Name
Doll


Suffix

* Relationship to child(ren)
Mother

(continue to next page)

Application Step Two: Student Information

The next page you will access is the Student Information page. Click **+Reapply** for all students that will be attending an eligible school during the 2019-20 School Year. Click **+Add Sibling** to submit an application for any student(s) in your family who is/are not listed.

**TTEF - FAMILY ACCESS**

WARNING: Revision "schoolTrainingDatabase" Currently Loaded [What's this?](#) X

Doll Logout

HOMEAPPLICATIONSTUDENTS PARENT SIGNATURE PAGE (SVR)

Step 2: Student Information

Please enter your financials. If you are not able to upload financial documents when completing this section, please be sure to complete Step 5 in order for your application to be processed.

Instructions

Step 1: Family Information

Step 2: Student Information

Step 3: Financials

Step 4: Verification


Step 5: Print Form

First Name	Last Name	Most Recent Program	Most Recent Scholarship Year
Skipper	Doll	Help for Today - Hope for Tomorrow	2009-2010

+ Reapply

+ Add Sibling

Please be certain to confirm or change, if necessary, the information listed for each student in your family. The information you are submitting is for the 2019-2020 school year. The short-answer responses and reference contact information required to be considered for Beyond Sunday Fellow are located at the END of the application.

**TTEF - FAMILY ACCESS**

WARNING: Revision "finalTestDatabase" Currently Loaded [What's this?](#) X

Doll Logout

HOMEAPPLICATIONSTUDENTS PARENT SIGNATURE PAGE (SVR)

Step 2: Student Information

Instructions

Step 1: Family Information

Step 2: Student Information

Step 3: Financials

Step 4: Verification

Step 5: Submitting Additional Required Information

Student Information

* First Name
Skipper

* Middle Initial
E

* Last Name
Doll

Suffix

* Date of Birth
01/01/2003

* Gender
Female

* Ethnicity
White

* Religious Affiliation
Catholic

Application Information

* School Year
2018-2019

* Grade Please enter the grade that this student will be enrolled in for the school year listed above. Pre-K students are not eligible to apply.
9th

* School
-- Select --

* Do you attend the school selected above currently?
☐ Yes ☐ No

Short answer questions and two personal references are required for high school students to be considered for the Beyond Sunday Fellows Program. After completing steps 3 and 4, continue to step 5 for guidance on submitting these requirements.

Confirm & Continue

Cancel

(continue to next page)

When you have completed an application for all eligible students, please click on Step 3 on the side bar.

The screenshot shows the 'TTEF - FAMILY ACCESS' web application. The top navigation bar includes links for HOME, APPLICATION, MY SCHOOL ENROLLMENT FORM, STUDENTS, and PARENT SIGNATURE PAGE (SVR). The main content area is titled 'Step 2: Student Information'. On the left, a sidebar lists the steps: Instructions, Step 1: Family Information, Step 2: Student Information (highlighted), Step 3: Financials, Step 4: Conditions, and Step 5: Submitting Additional Required Information. The main text area provides instructions for submitting applications for existing and new students. Below the instructions is a table with columns: First Name, Last Name, Most Recent Program, and Most Recent Scholarship Year. The table contains two rows of data: C-Test and G-Test. At the bottom right, there are two green buttons: 'Reapply' and 'Add Sibling'.

First Name	Last Name	Most Recent Program	Most Recent Scholarship Year
C-Test	G-Test		

Step Three: Family Financials

After clicking **Step 3**, the next page you will see is the Family Financials portion of the application. Please answer all required questions and upload required documentation. If you are unable to upload required documentation, please proceed in submitting the online application. Instructions at the end of the application will require that you submit your required documentation (only if you were unable to upload) by email, fax, or postal mail. **PLEASE NOTE** that at the end of the application you will also find information about the short-answer responses and reference contact information required to be considered for the Beyond Sunday Fellows program. **These must be submitted through the online application system by the deadline of February 28th, 2019. 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.

The screenshot shows the 'TTEF - FAMILY ACCESS' web application, Step 3: Financials. A red warning banner at the top states: 'WARNING: Revision "schoolTrainingDatabase" Currently Loaded'. The navigation bar is the same as in Step 2. The sidebar highlights 'Step 3: Financials'. The main content area is titled 'Step 3: Financials' and includes instructions. It is divided into three sections: 'Family Qualification Information', 'Household Financial Information', and 'Adjusted Gross Income'. The 'Family Qualification Information' section has dropdown menus for 'Resident in the City of St. Louis?' and '* Religious Affiliation'. The 'Household Financial Information' section has input fields for '* School Year' (pre-filled with 2017-2018), '* Number of Adults', and '* Number of Children'. The 'Adjusted Gross Income' section has radio buttons for 'Do you file a Federal Income Tax Return?' (Yes/No) and an input field for '* Adjusted Gross Income' with a dollar sign prefix.

(continue to next page)

Step Four: Verification

After completing Step Three, please carefully read the Conditions of Ongoing Tuition Grant. These are important agreements that are required of all parents applying for a scholarship. Please click inside the box next to each statement. When finished, click **Agree** to submit your online scholarship application.

The screenshot shows the 'Step 4: Verification' page of the TTEF - FAMILY ACCESS application. The page has a blue header with the TTEF logo and navigation links: HOME, APPLICATION, STUDENTS, and PARENT SIGNATURE PAGE (SVR). A warning banner at the top right states: 'WARNING: Revision "finalTestDatabase" Currently Loaded v10.0.1 X'. The main content area is titled 'Step 4: Verification' and contains a sidebar with a list of steps: Instructions, Step 1: Family Information, Step 2: Student Information, Step 3: Financials, Step 4: Verification (highlighted), and Step 5: Submitting Additional Required Information. The main content area is titled 'Conditions of Ongoing Tuition Grant' and contains several paragraphs of text, including a disclaimer about the use of the child's name and likeness, and a statement of agreement to provide financial information. At the bottom of the page, there is a green 'Agree' button.

Step Five: Print Form to Submit Required Documents

This step is required of families who were not able to submit all required documentation, including financial documentation and proof of residency (ONLY for city residents) AND all families who are submitting a child's Beyond Sunday Fellows short-answer responses and reference contact information. If you were not able to upload all required financial/residency documentation, please click **Print Form** in Step Five and follow 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. **PLEASE REMEMBER that the short answer responses and reference contact information must be submitted through the online application system by the deadline of February 28th, 2019. 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 28th, 2019.**

The screenshot shows the 'Step 5: Submitting Additional Required Information' page of the TTEF - FAMILY ACCESS application. The page has a blue header with the TTEF logo and navigation links: HOME, APPLICATION, STUDENTS, and PARENT SIGNATURE PAGE (SVR). A warning banner at the top right states: 'WARNING: Revision "finalTestDatabase" Currently Loaded v10.0.1 X'. The main content area is titled 'Step 5: Submitting Additional Required Information' and contains a sidebar with a list of steps: Instructions, Step 1: Family Information, Step 2: Student Information, Step 3: Financials, Step 4: Verification, and Step 5: Submitting Additional Required Information (highlighted). The main content area contains a message from the TTEF office, a 'Print Form' button, and a table with the following information:

Student	School	Grade
Dick, Skipper	Bernd Academy	9th

At the bottom right of the page, there is a green 'Beyond Sunday Responses' button.

Application Confirmation & Review

All new and re-applying families who successfully submit an online application will receive an automatic email response from our website. This should appear in your email from ttef@archstl.org. **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.** Applications are reviewed in the

order received by the TTEF Scholarship Office. If you have questions or need additional support, please contact us by email at ttef@archstl.org or by phone at 314-792-7777.

DUCHESNE SCHOLARSHIP, TUITION ASSISTANCE & WORK-STUDY APPLICATION PACKET FOR THE 2019-2020 SCHOOL YEAR



Applications are due to Main Office by Friday, March 29, 2019.
Awardees will be notified around Wednesday, May 15, 2019.
All awards will be made directly to the tuition account.

This application is completed for these scholarships and the work-study program:

- Alumni Association Scholarship
- Anita Venvertloh Memorial Art Scholarship
- Dr. Clever Scholarship
- Frank Kister Family Foundation Scholarship
- Jan Schulteheinrich Scholarship (requires completion of the on-line FACTS Financial Needs Assessment)
- Ron Kjar Service & Scholarship Award
- Timothy O. Hill Memorial Scholarship
- Victoria Reid Scholarship (requires completion of the on-line FACTS Financial Needs Assessment)

Applications must be completed by the student and may be typed or handwritten. The essay must be typed. Students choosing to handwrite applications must use blue or black ink. All applications are confidential and will be reviewed by the appropriate evaluation committee.

Alumni Association Scholarship - \$500 awarded annually to one incoming freshman who is the child or grandchild of a St. Peter / Duchesne High School alum and selects Duchesne as their first choice school. The award is renewable for subsequent years by resubmitting an application and maintaining a 3.0 grade point average. *(Grade 9)*

Anita Venvertloh Memorial Art Scholarship - \$500 will be awarded to a student interested in art education at Duchesne. Along with this application students must submit 3 to 5 samples of their best artwork; samples demonstrating proficiency in various media are preferred. This is a non-renewable award for 9th grade only. *(Grade 9)*

Dr. Clever Scholarship - \$1,000 is awarded annually to a senior with a 3.0 GPA or better, completion of the on-line FACTS Financial Aid Assessment and this application form. *(Grade 12)*

Frank Kister Family Foundation - \$2,000 (\$500 for each of four years at DHS) is awarded to an incoming freshman who best exemplifies the spirit of Frank Kister with regard to community service and awareness of the needs and interests of others. The award is broken into payments of \$500 for each year the student is enrolled at Duchesne. *(Grade 9)*

Jan Schulteheinrich Scholarship - \$750 is awarded to an incoming freshman who demonstrates good work habits and school citizenship, among those students applying for financial aid. To be considered, the student's family must file the on-line FACTS financial aid application. The award is not automatically renewable; an application must be submitted each year. *(Grade 9)*

Ron Kjar Service & Scholarship Award – \$500 is awarded to several seniors with a 3.5 or better cumulative GPA who demonstrate a balance of community service and academic excellence. The application must be accompanied by two recommendations from faculty members attesting to those two attributes. Finalists may be required to participate in an interview as part of the selection process. *(Grade 12)*

Timothy O. Hill Memorial Scholarship - \$500 is awarded to an incoming freshman based on school achievements, co-curricular activities and service to the community. This is a non-renewable award for 9th grade only. *(Grade 9)*

Victoria Reid Scholarship - \$1,000 awarded annually to one student who demonstrates financial need and is of Hispanic heritage (50% or more – at least one parent must have origins in a Spanish-speaking country). Applicants must complete the application, essay and will be interviewed by the scholarship committee. The award is not automatically renewable; an application must be submitted each year. *(Grades 9-12)*

Please note: All students are automatically considered for the following scholarships, no application is required:

President's Scholarship - \$800 is automatically awarded to any incoming freshman who selects Duchesne as their first choice school, attends a Catholic grade school, has a minimum 4.0 GPA, scores 90% or better on cumulative ITBS in 8th grade and has acceptable conduct. This award renews annually based on maintaining a 4.0 GPA and acceptable conduct. (Grade 9)

Dean's Scholarship - \$500 is automatically awarded to any incoming freshman who selects Duchesne as their first choice school, has a B or better in core 8th grade classes, scores 80% or better on cumulative ITBS in 8th grade and has acceptable conduct. Students do not need to attend a Catholic grade school. This award renews annually based on maintaining a 3.60 GPA and acceptable conduct. (Grade 9)

All students who complete the FACTS Financial Needs Assessment are automatically considered for the following Scholarships, no application is required:

Duchesne Direct Tuition Assistance – Award amount varies. Awarded to all students based solely on financial need. Students must re-apply each year via the FACTS Financial Needs Assessment. *A significant portion of our need based financial aid is dedicated to our work study program.* **Work Study Applicants must complete the attached application to be considered for that award.**

Mary Lou Hannegan Scholarship – Award amount varies. This is awarded to an incoming 9th grade student who has the highest ITBS scores and demonstrated financial need as determined by the FACTS process. This is a non-renewable grant. (Grade 9)

Scheidegger Challenge Fund for Tuition Aid - Award amount varies. This is awarded to students in all grades that demonstrate significant financial need. (Grades 9 – 12)

Some awards may not be available each year as they are subject to endowment results and income.

DUCHESNE SCHOLARSHIP APPLICATION FORM 2019-2020 SCHOOL YEAR



Application must be completed by the student. Use blue or black ink if completing by hand.

Please check which scholarships for which you wish to be considered. For timely consideration, please only check those you may be eligible for.

- ☐ Alumni Association Scholarship
- ☐ Anita Venvertloh Memorial Art Scholarship
 - Must accompany 3-5 samples of student's best artwork in various media
- ☐ Dr. Clever Scholarship
 - Requires completion of the on-line FACTS Financial Needs Assessment
- ☐ Frank Kister Family Foundation Scholarship
- ☐ Jan Schulteheinrich Scholarship
 - Requires completion of the on-line FACTS Financial Needs Assessment
- ☐ Ron Kjar Service & Scholarship Award
 - Attach recommendations from two teachers
- ☐ Timothy O. Hill Memorial Scholarship
- ☐ Victoria Reid Scholarship
 - Requires completion of the on-line FACTS Financial Needs Assessment
 - Demonstrate Hispanic heritage of at least 50%

Name: _____
(Last) (First) (M.I.)

Address: _____

City: _____ Zip: _____ Phone: _____

Mother's Name: _____
(Last) (First) (M.I.)

Father's Name: _____
(Last) (First) (M.I.)

Elementary School: _____

E-mail: _____ Second E-mail: _____

Other Family Members that currently attend or have attended St. Peter/ Duchesne High School: _____

Goals and Educational Plans

Cumulative Grade Point Average (as of last complete semester): _____

List all current and future school activities, along with any other hobbies and interests: _____

List any academic recognition or scholarships you have received: _____

Describe your plans for education and future goals: _____

Community Service

List all applicable service and volunteer activities for your school, church and/or community: _____

On a separate sheet of paper, please type a paragraph/essay for each of the following questions. Please attach the paper to this application form.

1. Why do you want to attend Duchesne High School?
2. Why is Catholic education and service important to you? Include a service experience you participated in.

(Student)

(Parent)

Applications for scholarships or tuition assistance will not be considered unless the application and attachments are complete. Please contact the school if you have any questions. Please have the FACTS completed for any aid that may require it.

DUCHESNE HIGH SCHOOL

SUMMER 2019 WORK PROGRAM APPLICATION



Work study is available during the summer months for interested students. Each student will be able to work off part of his/her tuition bill by working approximately 4 days per week (Monday-Thursday) from 7:00 a.m. to 2:00 p.m. (with ½ hour lunch and other breaks). The pay is applied directly to the tuition, without deductions. The rate is \$8.75 per hour. The program is open to a limited number of students. Awards are made based on financial need and will be prioritized on a first-come, first-serve basis.

The tentative summer work schedule is from Monday, June 3 through Thursday, June 27, 2019 and Monday, July 1 through Thursday, July 25, 2019, excluding 4th of July. Students may be awarded a 4-week or 8-week plan. Students working the full time could be credited with \$2,000 towards their tuition.

In order to determine the students in need of this opportunity, we are asking that each family requesting summer work fill out this form and the FACTS application indicating financial need. This form may be obtained from school office or go to DHS website.

Guidelines for admittance to the summer work program include:

- 1) The Summer Work Application must be completed and sent to the DHS Business Office
- 2) The family must be in need of financial assistance and fill out the FACTS application on-line
- 3) The student must fulfill the time requirements and performance standards to remain in the program
- 4) The student must show diligence in work, willingness to concentrate on the task assigned, and acceptance of a variety of jobs
- 5) The student must be able to work without constant supervision

Students will be assigned various indoor and outdoor work assignments. Students are expected to work the entire time. Any student found not working or misbehaving will be given a warning. The second warning will mean automatic dismissal from the Summer Work Program.

Each student must obey any staff member of DHS; teachers, maintenance personnel, administrative assistants, and administration. Mr. Dominic Muich, Facilities Manager or the Program Supervisor, must be notified of any tardiness, absence, or early departure in advance. For any of these conditions to occur, parental explanation is necessary.

Please fill out the following information and return to DHS no later than Friday, March 29, 2019.

Name of student: _____ Phone Number: _____

Address: _____ City/State /Zip: _____

Current School: _____ Parish: _____

Principal's Name: _____ School Phone Number: _____

What is the family income situation? Please state the job of your mother and/or father, estimated income for the family and any money-making jobs you will have during the school year and/or summer:

Describe any family or financial situations that should be known by the school:

Why do you wish to work in the DHS Summer Work Program?

Please list any sports, vacations or other activities that would keep you from working anytime this summer:

Do you have any physical problems that we should know about? (Allergies, physical conditions, acute reaction to bee/wasp stings, back problems, etc.)

NO

YES

(If yes, please explain) _____

List any previous job experience that would be helpful at DHS:

Please list the name and telephone number of a relative that could be reached in case of an emergency:

Name: _____ Relationship: _____

Phone: _____

(Signature of Father) (Signature of Mother)

Please mail or return this completed form, by Friday, March 29, 2019 to:

Duchesne High School
Attn: Roseann Ogden
2550 Elm Street
St. Charles, MO 63301