

Office of Catholic Schools

Diocese of San Bernardino

DR. SAMUEL TORRES
Superintendent

**MARIBEL ARGUELLES-
ORTIZ, M. A. Ed**
Associate Superintendent

DR. AUSTIN CONLEY III
Director of Advancement

December 2020

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 over 300 families apply for scholarships. We were able to assist over **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 January 29, 2021

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 4PM, February 12, 2021

The principal will submit the entire application, including ***Page 1: 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 30, 2021 of our decisions.

Thank you for providing the Committee the opportunity to help.

Sincerely,

The Catholic Schools Endowment Committee

THE BISHOP'S ENDOWMENT FUND FOR CATHOLIC SCHOOLS
FINANCIAL NEED EVALUATION FORM
2021-2022 SCHOOL YEAR

Please read the directions before writing on this form

I. DEPENDENT INFORMATION: GIVE THE FOLLOWING INFORMATION ABOUT ALL DEPENDENTS IN THE FAMILY. IF YOU HAVE MORE THAN FIVE DEPENDENTS USE ANOTHER PAPER TO GIVE US THE INFORMATION ABOUT THOSE DEPENDENTS. ATTACH THAT FORM TO THIS ONE.

LAST NAME	FIRST NAME	AGE	NAME OF SCHOOL	GRADE	TUITION/FEES	<i>School Information for Next Year</i> Check if aid received last yr.
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1.

2.

3.

4.

5.

II. HEAD OF HOUSEHOLD INFORMATION: CHECK OR PROVIDE ALL INFORMATION THAT APPLIES. **(PLEASE PRINT)**

1. Head of household is: ☐ MALE ☐ FEMALE ☐ DUAL HEAD, both male and female

2. Age: _____

3. Work Status for MALE (choose any that apply):
☐ Full Time ☐ Full Time Homemaker ☐ Temporarily Disabled
☐ Part Time/Seasonal ☐ Unemployed ☐ Full Time Student
☐ Self-Employed ☐ Retired/Permanently Disabled ☐ Other: _____

4. Work Status for FEMALE (choose any that apply):
☐ Full Time ☐ Full Time Homemaker ☐ Temporarily Disabled
☐ Part Time/Seasonal ☐ Unemployed ☐ Full Time Student
☐ Self-Employed ☐ Retired/Permanently Disabled ☐ Other: _____

5. 2020 Monthly Take Home (after taxes) of MALE Head of Household: _____
 2020 Monthly Take Home (after taxes) of FEMALE Head of Household: _____

6. Family Name _____

Mailing Address _____

City, Zip _____

7. Home Phone _____

Business Phone _____

8. Name of Parish _____

City Parish is in _____

Please: Write a brief summary

On the form provided give your reasons for applying for tuition assistance at this time. It will help the committee with their decision.

III. Relationship to Dependent(s): Which of the following best describes the relation of the head(s) of household to dependents:

<input type="checkbox"/> Father and Mother	<input type="checkbox"/> Mother and Stepfather	<input type="checkbox"/> Father and Stepmother	<input type="checkbox"/> Single Parent
<input type="checkbox"/> Grandparents	<input type="checkbox"/> One Guardian	<input type="checkbox"/> Two Guardian	<input type="checkbox"/> Foster Child/Children

IV. FAMILY LIABILITIES / EXPENSES:

	Description	Total Owed	Monthly Payment
1.	Monthly Rent \$ OR Monthly Mortgage \$	_____	_____
2.	List Debts	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	TOTAL	\$	\$

V. INCOME:

TOTALS RECEIVED FOR THE YEAR - JANUARY TO DECEMBER 2020

- | | | |
|--|----------|-----------------|
| 1. WORKER'S COMPENSATION: MALE HOUSEHOLD HEAD | \$ _____ | FEMALE \$ _____ |
| 2. UNEMPLOYMENT INSURANCE: MALE HEAD | \$ _____ | FEMALE \$ _____ |
| 3. WELFARE: | \$ _____ | |
| 4. FOOD STAMPS: | \$ _____ | |
| 5. SOCIAL SECURITY: | \$ _____ | |
| 6. CHILD SUPPORT: | \$ _____ | |
| 7. ALIMONY: | \$ _____ | |

VI. DOCUMENTATION ENCLOSED: Please provide copies for all the following that apply to your situation:

- _____ Copy of the 2020 W-2 statement from each employer.
- _____ Written explanation of significant differences in income between 2020 and 2021 **** This is very important**
- _____ Welfare (AFDC) award notice (Copy of recent check or letter from case worker)
- _____ Food stamp award notice (copy of recent check or letter from case worker)
- _____ Social security award notice (copy of recent check)
- _____ Unemployment award notice (copy of recent check or statement)
- _____ Worker's compensation award (copy of recent check or statement)

***REMEMBER: Incomplete applications
will not be considered***

Parents,

Please share with the committee your financial need for this scholarship. Include information and details that show the critical nature of your financial situation. It is important to emphasize any major change in your situation during the previous year. This information remains *confidential* by the committee.

I declare that all information given to the Bishop's Catholic Schools Endowment Fund is to the best of my knowledge correct and complete. I agree, if necessary, to send additional information to support statements on the forms.

SIGNATURE OF PERSON COMPLETING THIS FORM: _____

PRINT NAME: _____

DATE: _____

RETURN TO YOUR SCHOOL PRINCIPAL BY JANUARY 29, 2021.

ANY INCOMPLETE FORMS RECEIVED ARE NOT ELIGIBLE, so please ask your principal or their designated staff member for help in completing the packet if you have any questions.