

DIOCESE OF TOLEDO
“ONE FAITH...MANY BLESSINGS” EDUCATIONAL SCHOLARSHIP
DIRECTIONS

(Be sure to read the information below about both forms.)

DIRECTIONS, SCHOLARSHIP APPLICATION FORM:

Section 1:

1. Print or type your name, address, and phone numbers. Be sure to include area code. If you are listing a work phone number, indicate the name as well.
2. Answer all questions. If you have children who are entering a Catholic school **Kindergarten through 12th grade** this fall, they are eligible for the scholarship.

Section 2:

1. Please indicate the number of persons in your household. Your household includes you, your spouse (if married), all children under the age of 18, and any elderly parents and other people who live with you and do not work.
2. Fill out the income chart. You must report **all income**. Put the total ANNUAL income (not monthly) in each space. If you and your spouse filed taxes jointly, you may list the total amount under either “Father” or “Mother.” **You must provide proof of all income, including child support, public assistance and unemployment if applicable, along with signed copies of your 2009 Federal tax return** (eg. 1040, both pages) with your dependents listed. **PLEASE MAKE SURE YOUR TAX RETURN IS SIGNED. **If you receive child support, public assistance or unemployment, but do not have a copy to attach, you can contact your local Child Support agency or local public assistance office or your local unemployment office and they can provide a 12 month print out or copy of your award letter for you while you wait. This information is very important in the processing of your application.****
3. We **CANNOT accept W-2 forms, pay stubs, electronic filing “signature sheets” or state tax returns**. **If you filed taxes electronically, please print out your tax return, sign it, and mail it to us**. If you received any form of public assistance, we require documentation for the full year (January through December) of 2009. This can be time-consuming to obtain, so start early. **We will not accept late forms or documentation**, so please make sure you include everything together.
4. You must be able to provide proof of guardianship for all dependents.
5. If you did not file taxes, you must get the Scholarship Application Form notarized.
6. Please sign your name and date the page to certify all information is accurate.

DIRECTIONS, SCHOOL VERIFICATION FORM:

1. Parents /Guardians must complete the “Student Information” section at the top of this form.
2. By May 14, 2010, take the School Verification Form to the school your child will attend in the 2010-2011 school year. If your child will be attending high school for the coming school year, the principal of the high school must complete the second section of the verification form. *Note the tuition information must be provided by the school.

Tips to Make Sure Your Application Arrives Safely:

Be sure to return both forms on time – by May 14, 2010.

Mailing: If you wish, you may send your application “Return Receipt Requested” or certified mail. If you do, you will receive a postcard in the mail from the post office when we receive your information. That postcard will **not** tell you if any information is missing, only that your application arrived at our office.

Faxing: Most fax machines can print a receipt after sending the application. Keep this receipt as proof of the date, time, and number of pages you sent to our office. You can also stamp your application “Faxed” and write the date as a reminder of when you sent the information. **No matter how you send your information, it is important to keep copies of everything you send.** If there are any questions, you can refer to your copies for quick access to the information.