

Scholarship Application Procedures

APPLICATION PROCEDURES FOR ELEMENTARY AND SECONDARY SCHOLARSHIPS

GENERAL GUIDELINES

1. Schools will identify eligible candidates based on GPA (minimum B average), most recent standardized test scores (minimum 85th percentile composite score) and current grade level (see cover memo for specifics that apply to your school).
2. Applications, letter and guidelines will be sent by the school to all eligible applicants so that they may complete their portion. Only one application per student is necessary. By completing this application they will be considered for any and all scholarships that they are eligible to apply for in a given year. Students eligible for the St. Peter Claver scholarship must attach an essay in addition (see directions on application).
3. Applicants must complete the application for tuition assistance required by the school that they will be attending when the scholarship period commences. Those not wishing to formally apply for aid may submit a completed financial aid form with their scholarship application in order to substantiate need, otherwise the school will provide the necessary financial documentation. Applications with attached financial aid forms will be given first priority consideration.
4. Applicants will return their application to their respective school so that the school may complete their portion and attach all additional documentation requested.
5. Schools will submit all applications they have received along with all required documentation to F.O.C.E. by the April 15 deadline.
6. Unless otherwise directed by a donor, the award of scholarships will be weighted as follows*:

Academics	40%
Financial Need	40%
Supporting Information:	
Likelihood of Academic Success	5%
Involvement in School Activities	5%
Work Habits	5%
Self-Direction	5%
Total 100%	

7. Recipients will be chosen by May 15th of the current year.

*The Seton Dubois Scholarship is weighted 60% financial need, 20% academics, 20% supporting information.

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