

**FRIENDS OF CATHOLIC EDUCATION, INC.
53 EAST PATRICK STREET
FREDERICK, MARYLAND 21701
301-846-7804**

APPLICATION PROCEDURES FOR ELEMENTARY AND SECONDARY SCHOLARSHIPS

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 (except for St. Peter Claver which is a separate application). 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. Applications with completed financial aid information 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 13th 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 25th of the current year.

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

*Knights of Columbus Scholarship weights vary.

*Milani Scholarship is weighted 1/3 academic, 1/3 financial need, 1/3 community involvement/character.