

## Frequently Asked Questions

### Scholarships

#### **Do I qualify for the Step Up For Students (SUFS) scholarship?**

1. Your child must be 5 on or before September 1st if entering kindergarten, or 6 if entering first grade.
2. See income qualifying chart at [www.StepUpForStudents.org](http://www.StepUpForStudents.org). Families who qualify for the free or reduced-price lunch program may qualify for a scholarship. Or, if your family receives SNAP (food stamps), TANF, or FDPIR, the household may qualify.
3. Complete application must be submitted with all required documents by deadline (usually early June).

#### **How much is the SUFS scholarship worth and what does it cover?**

Households who qualify may receive up to \$5,272 per child for tuition and fees at a private school that is a SUFS provider.

#### **What documents will I need to submit with my application?**

The documents requested will vary from one application to the next depending on each family's situation. *However, please keep in mind that you will likely be requested to submit additional documents depending on your particular situation (divorced, unemployed, etc).*

The following are examples of documents typically requested:

- Paystubs (30 consecutive days closest to when you submit your application)
- Child's birth certificate if they're entering kindergarten or first grade
- Most recent 2014-2015 report card
- Proof of residency for all members in the household (I.E.- health insurance, Medicaid, income documentation, utility bills, court custody documents or residential lease listing household members)
- Any other sources of income (i.e. - unemployment benefits, social security benefits, child support benefits, etc.)
- Driver's license or passport for primary and secondary parents, if applicable

#### **How long will it take to process my SUFS application?**

If your application is complete and all supporting documents are submitted, most applications take about 4-6 weeks to process.

#### **How can I check the status of my SUFS application?**

Application status is available through the parent login at <http://www.stepupforstudents.org/logins/income-based-login>. Once you've logged in, click on Application Status for more information. You can also call 1-877-735-7837.

### **What is the next step once I am approved for a SUFS scholarship?**

Log onto your account, click on Application Status, once you've been approved for the scholarship the system will prompt you to pay the non-refundable \$29 application fee, payable with a credit or debit card only. Once you have paid, you will be able to print the award letter for each student. To finalize registration at our school, you must bring the award letter to our school office. Your scholarship award will then be applied to our school and your tuition account here.

### **What if I apply to SUFS but get denied?**

If your family household is deemed ineligible for the scholarship, the school's financial obligation is the parent/guardian's responsibility. Other scholarships may be available to meet financial needs, however, these scholarship awards are not nearly as generous as Step Up For Students and families must assume responsibility for their child's cost to educate.

### **What if my SUFS application is placed on hold and I have not received an award letter before school starts?**

Registration is not final until you submit an award letter to the school office or financial commitment to pay out of pocket. You may enroll your child at a different school until you receive the scholarship award letter and the student may be able to transfer to our school thereafter.

### **How does the school receive the SUFS scholarship funds for my child?**

Step Up For Students mails the check to the school four times throughout the school year. Upon the school's receipt, the parent/guardian will be notified and has 5 business days to come into the school office to sign the check. The school will deposit the check once it is signed.

### **What happens if the SUFS scholarship does not cover the entire amount of tuition and fees?**

If the scholarship amount awarded does not cover the tuition and fee schedule, it is the parent/guardian's responsibility to pay the difference. Additional scholarships may be available to meet financial needs.

### **Do I need to renew my SUFS scholarship every year?**

YES, the household must income qualify every year. Note that the renewal process is usually far simpler than the initial application and usually occurs in early October. Renewal applications must be completed and all required paperwork *must* be submitted by **April 30, 2015**. After this date, no more renewal applications will be accepted. It is the parent/guardian's responsibility to renew the scholarship on a yearly basis.

### **How do I submit school payments?**

Our school participates in FACTS, an online financial management system that offers 10 or 12 month payment plans. Once you are enrolled at our school, you may log in here: <https://online.factsmgt.com/signin/3G74J>

**Should you have *any* other questions or concerns, please contact our Admissions Coordinator, Concha Prado at [cprado@nd.edu](mailto:cprado@nd.edu) or 574-631-0726.**