

2011-2012 Diocese of Brooklyn Scholarships

Catholic Elementary Schools of Brooklyn and Queens (Pre K – 8)

UPDATED INFORMATION ON ALL SCHOLARSHIPS FOR YOUR CHILD



Annual Catholic Appeal



Date: February 2, 2011

To: Parent(s)/Guardian(s) interested in receiving ANY scholarship:

VERY IMPORTANT REQUIREMENT FOR ALL FAMILIES APPLYING FOR ANY SCHOLARSHIPS

If you are an individual that would like to be considered for ANY scholarship (Angel, D.O.B., Bishop's Scholarship, etc...) you **MUST COMPLETE** A D.O.B. scholarship application **OR YOU WILL BE IN JEOPARDY OF LOSING ANY SCHOLARSHIP FOR YOUR CHILD.**

Please understand that the requirement for each individual looking to be considered for ANY scholarship to their school must complete a D.O.B. (PSAS) application has been issued to benefit all the families and schools seeking financial assistance. By filling out a D.O.B. (PSAS) application, you will not only help your school monitor all the scholarships efficiently but you will also increase your chances of receiving a scholarship for your child. Please note that there is a \$21 processing fee in order to apply for a D.O.B. scholarship (it is one application per family not per student). It is our goal to ensure that each family receives the opportunity to receive one of our available scholarship funds (D.O.B., Bishop's Scholarship or Angel) and in order to prevent the loss of a scholarship; all families must apply for the D.O.B. scholarship program.

- **If you are a current recipient of a D.O.B. scholarship:** Please continue to re-apply in order to continue to be eligible for your D.O.B. scholarship.
- **If you wish to be a recipient for a D.O.B. scholarship:** Please apply in order to be eligible for a D.O.B. scholarship.
- **If you are a current recipient of a Bishop's Scholarship:** You will be receiving your requalification forms in the mail but you must also apply for the D.O.B. scholarship program.
- **If you wish to be a recipient for a Bishop's Scholarship:** You can receive your Bishop Scholarship application from your school when made available in March (exact date TBD) but you must also apply for the D.O.B. scholarship program.
- **If you are a current recipient of an Angel Scholarship:** There is no need to reapply for your Angel scholarship however if you have been behind or have neglected to send in timely required correspondence to your Angel sponsor- your scholarship may be in severe jeopardy- check your Angel scholarship status with your school. In order to continue to be eligible for your Angel scholarship you must apply for a D.O.B. scholarship.
- **If you wish to be a recipient for a Angel Scholarship:** If you have an extremely special case within your family situation that you feel you may qualify for an Angel scholarship – please speak with your Principal on how to apply.

To currently apply for the D.O.B. (PSAS) scholarship: go online at www.psas.org (online instructions & enrollment guide attached). Hard copies of the D.O.B. (PSAS) scholarship application are not yet available but will be in the next few weeks.

We have worked side-by-side with P.S.A.S. (Private School Aid Service) to extend deadlines for many families who are in financial need and this has proven successful for families that participate. Please know that the one scholarship per student rule still does apply - in the case that a student does receive two or more acceptances for a scholarship, we at Futures must be notified and will handle accordingly- if this is the case, the rule has been to award that student the higher awarded scholarship which will serve as most beneficial to that student/family. If you have any concerns or questions regarding this new policy, please feel free to contact us at (718) 965-7300 x1605.

For more information or if you have any questions please call us anytime. As we are short staffed at the moment we will do our best to attend to all your needs, concerns and questions. Thank you for all you do for the children we all serve!

Sincerely,

Futures in Education - Scholarship Committee

Scholarship Info: (718) 965-7300 x1605

Email: futuresineducation@dobmail.org

D.O.B. Scholarship Program

ENROLLMENT GUIDE

Who can and should apply to the D.O.B. scholarship program?

If your child is enrolled in a Catholic grammar school in Brooklyn or Queens (Pre K – 8th) and you are in financial need of tuition assistance you are eligible to apply. Your application will be taken under consideration of all families that have applied and ranked on a needy percentile.

How to apply to the D.O.B. scholarship program?

There are two ways to apply to the D.O.B. scholarship program:

1. **Online** – Go to www.psas.org and click the 'Online Application' to apply, authorization code=BROOK. Please note that there is a \$21 application processing fee for all D.O.B. applications. Also note that it is one application per family not per student therefore there is only a one time processing fee. (Online Instructions attached).
2. **Mail** – A copy of the D.O.B. scholarship application will be available at your school within the next few weeks. You must include the school code for the school your child will attend, see the back of the application for the school code list. Please also remember that there is a \$21 application processing fee for all D.O.B. applications and to include a \$21 check or money order payable to PSAS. If there is no check or money order sent with your D.O.B. application, your application will not be processed and will be put On-Hold. Also note that it is one application per family not per student therefore there is only a one time processing fee.

How can I check my D.O.B. application status?

Whether you mailed your application or filled out the online form you can check your D.O.B. application status. Simple go to www.psas.org and click on right button called the- 'Application Status' and enter your information.

If your status is:

- **Completed** – your application was received and is still being processed by PSAS.
- **In Process** – your application was received and is still under review. Use www.psas.org to monitor the progress of your application.
- **Expired** – your application was received incomplete and, after numerous attempts to obtain the required information, PSAS has expired the application. This means there will be no further action taken on this application and you will not be considered for a D.O.B. scholarship.
- **On Hold** – your application was received incomplete. Refer to the items listed and submit them to PSAS so that PSAS can continue with the processing of your application. No action taken can result in expiring your application.

When will I hear back about my D.O.B. application?

Please allow at least 6-8 weeks after round application deadlines for a response. See the front page of your D.O.B. application for round application deadlines.

When is the latest I can apply for a D.O.B. scholarship?

In order to be considered for a D.O.B. scholarship, your application must be postmarked no later than last round deadline. We strongly recommend applying as early as possible to qualify for an award.

P.S. It is our policy that only one scholarship be awarded to each student, if for some reason more than one award letter is received for any student we ask that you contact us as soon as possible, 718-965-7300 x1605 or 800-491-5320.

*If you have any questions about your PSAS application, please contact:
Terry Wintering at 1-800-491-5320 or twintering@psas.org*

*Any other scholarship questions/concerns, please contact:
Priscilla Uy at 718-965-7300 x1605 or puy@dobmail.org*

USING THE ONLINE APPLICATION

Diocese Of Brooklyn Queens

Authorization code = brook (b-r-o-o-k)

Step One involves gathering the documents that you need.

These documents include the following:

- You and your spouse's (if applicable) social security numbers.
- Detailed copies of all pages and Schedules of your 2010 Federal Income Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS) for individuals listed in Sections A and B. Recaps and/or Summary Forms are not acceptable.
- Copies of all 2010 W-2 Wage and Tax Statement Forms, all 2010 1099/1099R for Interest/Dividends, Pensions/Annuities, and/or Misc. Income Forms for individuals listed in Sections A and B.
- **If you have not yet filed your 2010** Federal Income Tax Return, provide a complete copy of your 2009 Federal Income Tax Return Form 1040, 1040A, or 1040EZ (as filed with the IRS), along with all 2010 W-2 Forms and 1099 Forms. Please provide a copy of the 2010 IRS Extension for Filing.
- If you own a business, you will also be required to provide 2010 Business Income Estimates for each business.
- Documentation of TOTAL AMOUNTS received in 2010 for all Non-Taxable Income (welfare, food stamps, Social Security, housing assistance, unemployment, Workers' Compensation, etc.).
- Provide the value and amount still owed on your home.
- Provide the value and amount still owed on any investments, including real estate.

Step Two is to go to our website and fill out the application.

- Go to the website – www.psas.org
- Click on the **Online Application Menu** button.
- Click the **Begin Your Application** button.
- Go to **New User** for the 2011-2012 academic year.
- Complete the **New User** section and click **next**.
- Enter the **School Authorization Code (brook)** that your school has given you and click **next**.
- Read the **Overview** screen and click **next**.
- You can now begin to complete the application.

Note: Each time you hit *next* on the screen, the application saves the information on that screen. You will not be able to go back to edit previous pages.

Step Three is to submit the Application Fee for your application. This must be completed online with a Debit or Credit Card.

- Payments via VISA, Master Card, or American Express are accepted.
- All payment transactions are protected through the use of a secure server.
- Once payment has been submitted, the **Certification Page** will be displayed.
- Read the information on the page using the scroll bar to go to the bottom of the page.
- When you have scrolled to the bottom of the page, the **Print** button will appear. Use the **Print** button to print the page.

Step Four is to submit your application to PSAS for review by our staff.

- Print the **Online Certification Statement** and sign it.
- Mail the completed Online Certification Statement along with a complete photocopy of your 2010 Federal Income Tax Return Form 1040, 1040A or 1040EZ, including all schedules and worksheets and copies of all 2010 W-2 and/or 1099 Forms for ALL adults living in the household. If you have not yet filed your 2010 Federal Income Tax Return, review the instructions in **Step Two** above.
- Mail photocopies of your Social Services Grant Letter (AFDC, ADC, TANF) and/or photocopies of your Food Stamps Grant Letter and/or photocopies of your Social Security Benefits Statement(s) for ALL individuals living in the household receiving benefits in 2010.

NOTE: Your application will not be considered complete until all required documentation is received.

If you need to reprint the Certification Form, just log in as a **Returning User**, scroll to the bottom of the screen and click on the Certification Page button. If you need any help completing the form, you can contact our **Support Desk** at 440-892-4272, or e-mail us at online@psas.org.