



2024-2025 School Application Form

School Name _____

Pennsylvania County _____

Approximate Number of Students _____

Administrative Unit Number (AUN) _____

9-digit number assigned to a school by the Pennsylvania Dept. of Education. Search for your AUN at <http://www.edna.pa.gov/Screens/wfSearchEntity.aspx> Does not apply to Pre-k only.

Primary Contact _____

Contact Phone _____

Contact Email _____

Mailing Address _____

Physical Address _____

Parent Application Deadline _____

If using our family application forms, be sure to fill in this date on the application prior to distributing it to your patrons.

Participating Tax Credit Programs: EITC OSTC Pre-K EITC

Pre-K EITC only: attach a current-year curriculum alignment letter.

Please attach a copy of the school's 2023-24 tuition schedule or explain below. (Include tuition and other charges)

Continued on next page

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Target Funding

We care about sending funds where most needed. Please consider filling in your target FBSS scholarship funding below; this will help us to inform donors of school need as they consider where to earmark funding.

If you need assistance in planning your target funding, we are happy to talk with you!

Target FBSS Funds

\$ _____

School Application Form, Continued

Please check one box from each of the options below. For further description of these options, read the details in the included "Addendum" before selecting the appropriate boxes.

Family Eligibility Paperwork

- 1-A. Faith Builders will provide a standard scholarship service for our school.
- 1-B. Our school administration will compile its own scholarship paperwork and provide Faith Builders with the required documents.

Discretionary Funds

- 2-A. Apply all available funds to tuition assistance and none for discretionary use.
- 2-B. Of available funds, apply only the required minimum to tuition assistance and apply the rest toward discretionary use.

Distribution Timing

- 3-A. Funds available by December 1 are applied to the current school year.
- 3-B. Funds available by June 30 are applied to the upcoming school year.

Family Income Threshold

- 4-A. Annual household income shall not exceed \$ _____ plus \$ _____ for each dependent.

- 4-B. Annual household income shall not exceed the State limit. *(These limits are adjusted annually.*

Limits for the 2023-24 school year were \$108,444 per household plus \$19,088 per dependent.)

Certification: We wish to receive the services of Faith Builders Scholarship Services to provide financial aid to students enrolled in our school.

We acknowledge that our enrolled students meet the compulsory attendance requirements for schools in the commonwealth of Pennsylvania.

We agree to report to FBSS changes in student enrollment or any other situation that may result in a change of award amount given to a student.

Printed Name of Authorized Person _____

Signature of Authorized Person _____ Date _____

Faith Builders Scholarship Services

FBSS is a broad-based scholarship organization which serves schools across Pennsylvania. We specialize in providing comprehensive scholarship services; this includes financial evaluation of each family and a proposed tuition assistance amount. Our goal is to financially assist families that choose to educate their children in private and religious schools. All student-related records are maintained confidentially by Faith Builders Scholars Services, except as may be necessary to comply with EITC program requirements.

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Return the above completed form in one of the following ways:

Email: secretary@fbscholarship.org

Fax: 814-789-3396

Mail:

Faith Builders Scholarship Services
28527 Guys Mills Rd.
Guys Mills, PA 16327

Timeline

July – March:

Disbursement requests processed

- Schools using funds given in previous fiscal year (option 3-B) begin disbursements in July
- Schools using funds given in current fiscal year (option 3-A) begin disbursements in November or December

August – December:

Most contributions arrive

All year:

Interested EITC contributors submit SPE applications. Contact spe@fbep.org for details.

School Application Addendum

Faith Builders Scholarship Services offers a variety of services to accommodate the needs of various schools. Below is an explanation of the four options Faith Builders offers to schools:

Family Eligibility Paperwork

- **Option 1-A:** Faith Builders provides our standard scholarship service. *See page 2 for detailed information.*
- **Option 1-B:** The school processes their own paperwork. *See page 3 for detailed instructions.*

Discretionary Funds

- **Option 2-A:** Faith Builders will direct all available money into scholarship tuition awards.
- **Option 2-B:** Faith Builders will direct the state-required minimum toward tuition awards and the remaining amount may be used for any discretionary purpose of the school. The amount of discretionary funds available will be indicated on the Contribution Notice.

Distribution Timing

- **Option 3-A:** Funds received from donors prior to December 1 will be applied toward tuition assistance in the current school year. The family application process happens between September 1 and December 1 and provides tuition assistance for the current school year. This option sends the available monies to the school more quickly but does not allow families to know how much tuition assistance is available prior to the beginning of the school year. Under this option, the school usually receives the funds in December or January.
- **Option 3-B:** Funds received from donors prior to July 1 will be applied toward tuition assistance in the upcoming school year. The family application process happens between May 1 and July 15, prior to the beginning of the school year. This option enables families to know the amount of tuition assistance available before school begins and to plan financially for school tuition expenses. Under this option, schools usually receive the funds in August.

Family Income Threshold

- **Option 4-A:** The school may choose to set its own annual household income cap lower than the limits set by the State to keep scholarship funds available to lower income families. Example: a school could choose an income cap of \$80,000 plus \$10,000 for each dependent.
- **Option 4-B:** The school chooses the highest allowable annual household income established by the Commonwealth of PA for scholarship eligibility. The amount of annual household income (including income from all dependents living in the household and any child support) must not exceed \$108,444 plus \$19,088 for each dependent. (These limits are adjusted annually for inflation; stated limits were in effect for the 2023-2024 school year and new limits are not announced until the fall of the current school year.)

Note to all Schools:

Families who have at least one child with a learning disability are allowed by state law to multiply the state income limits by the support level factor of 1.5. Learning disability includes any child who has an Independent Educational Plan (IEP) or is given remedial help outside of the classroom. For families to access this increased income level, the school needs to notify Faith Builders Scholarship Services of the learning disability.

Further Explanation and Instructions

Option 1-A (Detailed Explanation)

If Faith Builders Scholarship Services provides the Standard scholarship service, FB will:

- Provide the school with a master family application form.
- Receive applications directly from the family to eliminate a recollection process by the school. Family application may be received from April 1-December 1.
- Evaluate each family application and income statement for compliance with state standards.
- Calculate an amount of scholarship awarded to each family by using an objective computerized formula. The amount awarded is computer generated, based on four parameters (Annual Household Income, tuition, number of dependents in the family, and total amount of money available to the school). OSTC funds will be applied based on school district and prior receipt of funds.

- Customize scholarship awards for families. This process is started by Faith Builders sending the school an Award Review form listing all the families that qualify for scholarship assistance and the amount awarded to each family based on the four parameters listed above. The school administration may change these figures and award a specific amount of money to be given to specific families. The school returns the customized Award Review form to Faith Builders, and we lock in the specific customized amounts and recalculate the rest of the families' awarded amounts. The amount specified may not be more than the total cost of tuition and fees minus any other aid awarded to the family for the school year.
- Send scholarship award payment directly to the school after signed award review is received.
- Send a Family Award Notice to each family that details the amount of scholarship funds awarded and includes gratitude postcards for the families to use in thanking donors.

Under **Option 1-A**, the school's responsibilities are:

- Return the School Application to Faith Builders no later than August 1.
- Distribute the Family Applications.
- Send Faith Builders a withdrawal form if a student quits or transfers to another school.
- Notify Faith Builders of the total scholarship aid awarded to each family during the year from other scholarship sources.
- Cost of **Option 1-A**: \$13.00 per applying family, drawn from the school's available discretionary funds.

Option 1-B (Detailed Explanation)

If the school provides its own scholarship paperwork,

Faith Builders will:

- Send the school a school application form and a family application form (*Our family application form does not need to be used if you are doing your own paperwork. We accept any family application form that includes the pertinent information.*)
- Send scholarship award payment directly to the school, after all paperwork is received.
- Send gratitude postcards for the administration to give to each awarded family.

Responsibilities of the school:

- Follow the guidelines established by the State of Pennsylvania, including but not limited to:
 - The total amount awarded as tuition assistance must equal at least 82% of the total contributed by all businesses to FBSS on behalf of the school.
 - No family's award from FBSS may exceed that family's total tuition and fees minus their total financial aid awarded during the year from other scholarship sources.
 - No family receiving an award may have income more than \$108,444, plus \$19,088 for each dependent child. (Family income includes parents' income and all income earned by dependents claimed on the parents' Federal form 1040.)
 - All awards must be determined on a need-based criteria; no academic achievement awards.
- Use an objective formula that awards money on need-based criteria that considers family income, family size, tuition rate and the total amount of money available to the school.
- Distribute the business postcards that we supply to the families receiving scholarship awards in a timely fashion. These postcards represent the businesses that are helping your school with scholarship money. We ask that parents express thanks on the postcards and return the postcards directly to the donor.

- Send an information packet to Faith Builders Scholarship Services prior to any payments being made. This packet will include:
- A spreadsheet listing: (A template can be found on our website)
 - The name and grade of each student receiving the award.
 - The Pennsylvania County of residence for each participating family.
 - The total tuition and fees owed to the school for each student requesting assistance from Faith Builders.
 - The total scholarship aid awarded to each student during the year from other scholarship sources.
 - The total scholarship awarded to each student during the year from Faith Builders.
- A copy of each family's application and a copy of first page of the previous year's 1040 (Federal Tax Return) for each family being awarded scholarship assistance. *For schools using FACTS or similar income verification services, you may include the number of people in the household and the family income total on the spreadsheet instead of sending copies of the family applications and 1040's.*
- Deadline for receiving scholarship money from Faith Builders Scholarship Fund is April 1.
- Cost of option 2-C: No charge.