

**St. Paul Christian Early Learning Center &  
The Children Center  
Pre-Kindergarten Scholarship Application**



**Process for Scholarship Application**

**Eligibility:**

Children ages three through five who meet the birthdate enrollment guidelines established for St. Paul CELC Pre-K academic programs are eligible to apply for scholarship funds. Scholarship funds are only available to children enrolled in St. Paul CELC Pre-K programs, intending to be enrolled in ½ day or full-day Pre-K classes that meet two or more times per week for a minimum of 3 hours per day per academic year (Minimum of 60 days). Parents or legal guardians will be the “Applicant” on behalf of the eligible child. The child’s legal residence must be within the Warwick School District. The eligible child’s Parent or Legal Guardian must meet income guidelines based on current Federal Poverty Levels. (See Table 1)

Families receiving CCIS (Child Care Income Subsidy) childcare subsidy are not eligible to apply on behalf of a child to receive Pre-K Scholarship funds at St. Paul CELC.

Siblings of a child receiving scholarship funds may apply for additional scholarship funds within the same scholarship year, however all eligibility requirements remain the same for siblings. The Scholarship Committee reserves the right to deny scholarship requests or award partial scholarships to siblings based upon availability of funds and degree of need.

**Application Process:**

1) A parent or legal guardian must complete a Scholarship Application (available upon request to the St. Paul CELC administrative office) and submit this in person or by mail to the St. Paul CELC Scholarship Committee by the established deadline for the current year’s scholarship program.

2) The Application must be accompanied by documentation, including the family’s most recent IRS tax filing, to establish financial need based upon the following:

When calculating household income for determining a child’s eligibility, all monies and property received of whatever nature and from whatever source are to be included, except for the following:

- Periodic payments for sickness and disability other than regular wages received during a period of sickness or disability.
- Disability, retirement or other payments arising under workers’ compensation acts, occupational disease acts and similar legislation by any government.

- Payments commonly recognized as old age or retirement benefits paid to persons retired from service after reaching a specific age or after a stated period of employment.
- Payments commonly known as public assistance or unemployment compensation payments by a governmental agency. (*Families receiving CCIS childcare tuition assistance are not eligible to apply for St. Paul CELC Pre-K Scholarship funds.*)
- Payments to reimburse actual expenses.
- Payments made by employers or labor unions for programs covering hospitalization, sickness, disability or death, supplemental unemployment benefits, strike benefits, social security and retirement.
- Compensation received by United States servicemen serving in combat zone.

**Degree of Need:**

The Scholarship Committee will rate all scholarship requests based on a Degree of Need, within an established review timeframe, to determine which and how many scholarship requests can be fulfilled in a given scholarship year. The Committee reserves the right to deny requests that are not accompanied by required documentation for establishing Degree of Need, and to award partial scholarships if deemed appropriate based on Degree of Need.

**Application Review:**

The Scholarship Committee will review all applications received on or before the established application deadline for the given Scholarship year and determine if applications meet minimum eligibility requirements. Applications that meet requirements will be considered for award based upon Degree of Need and availability of funds.

## **Scholarship Awards**

Scholarships will be awarded only to eligible children who will be enrolled in the current academic year in a St. Paul CELC 3-yr old, 4-yr old, or 5-yr old Pre-K classes.

Parents/Guardians will be notified of the award or denial of a scholarship request in writing by the Director. Criteria for maintaining eligibility for a scholarship award will be clearly defined along with award notification. Awarded scholarships will not be publicly announced and will remain confidential beyond the child's enrollment at St. Paul CELC receiving scholarships will not be identified outside of the Scholarship Committee by committee members, or by the parents/guardians of the child recipient.

Scholarship awards will not be issued as monetary awards directly to families but will be made in the form of payments from the Scholarship Fund toward the tuition balance in the eligible child's account.

Scholarship awards will be based on the established tuition rates for St. Paul CELC for the current academic year. Scholarship awards will never exceed the total annual tuition rate established for the academic year and will be reduced to reflect any other tuition discounts the child may be eligible to receive.

## **Scholarship Termination**

In order to remain eligible for a Scholarship award, the child must be in regular attendance within their enrolled program, and the Parent/Guardian must be consistently adhering to all policies and guidelines established by St. Paul CELC Scholarship Program and St. Paul CELC. Expulsion from the Pre-K programs on any grounds will result in the immediate forfeiture of Scholarship award and result in possible repayment of applied Scholarship monies.

Should a child or parent/guardian become ineligible for a Scholarship award at any point in the course of the award year, any remaining awarded funds will be returned to the Scholarship Fund.

Upon the voluntary or approved withdraw of a child from the Pre-K academic program, remaining Scholarship award will be returned to the Scholarship Fund.

**Pre-Kindergarten Scholarship Application**

COMPLETE THIS FORM ONLY IF YOU ARE APPLYING FOR A SCHOLARSHIP

Child's name \_\_\_\_\_ Birth Date \_\_\_\_\_  
                    First                    Last                    Month Day Year

Address \_\_\_\_\_  
                    Street                    Apt #.                    City                    Zip Code

Home Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

With whom does the child live? **(Please circle one)**

Mother    Father    Both Parents    Other (name and relationship) \_\_\_\_\_

Who has legal custody of the child? \_\_\_\_\_

**Attach supporting documents if there has been a legal custody decision**

Age of child by September 15, of current year \_\_\_\_\_

What is your class preference? (Circle one)

**St. Paul CELC:**

Monday-Friday Full Day Pre-K

**Financial Information** This information is used solely to determine scholarship eligibility and will remain confidential.

**PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM**

**Mother or Legal Guardian Information:**

Occupation \_\_\_\_\_

Place of employment \_\_\_\_\_

How long have you worked there? \_\_\_\_\_ Work phone number \_\_\_\_\_

**Father or Legal Guardian Information:**

Occupation \_\_\_\_\_

Place of employment \_\_\_\_\_

How long have you worked there? \_\_\_\_\_ Work phone number \_\_\_\_\_

**Please List others living in the child's home: Name, Age and relationship to child.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are other adults contributing to the household income?  
If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe any special financial circumstances affecting the family's budget.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ATTACH A COPY OF YOUR MOST RECENT INCOME TAX RETURN.**  
**Scholarship requests will not be considered without this document. It will be used solely to determine eligibility and is required to reduce fraud. This information will be kept secure and will be shredded after scholarships have been awarded. If you did not file US income tax forms last year, please speak with the Executive Director to determine what documents you need to submit.**

**I hereby certify that all of the information in this application is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
**Parent/Legal Guardian Signature (s)** **Date**