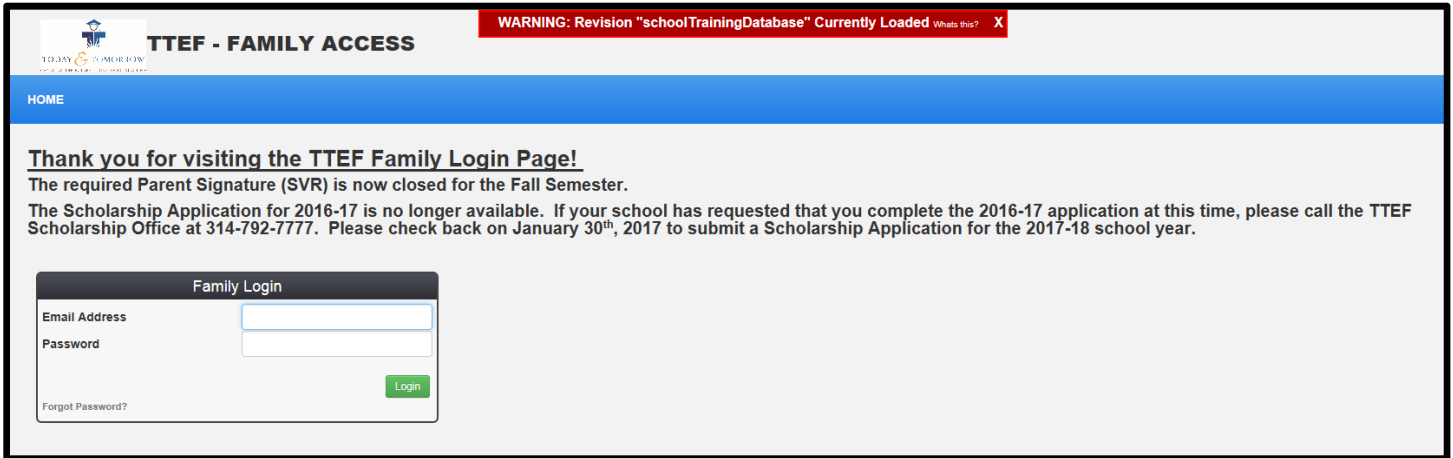


## Unified Online Scholarship Application Re-Applying Family Instructions

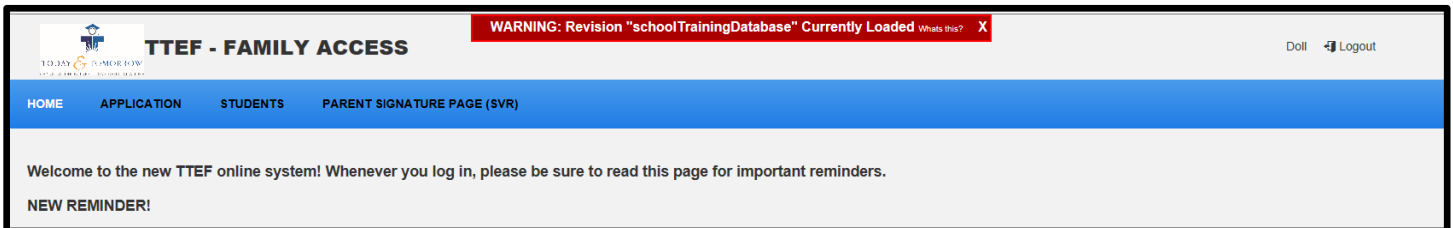
### Logging In

A current email address is required for all families to apply online. Families that have ever applied to TTEF before will need the email address TTEF has on file for you. If you do not know what this email address is, please contact our office by email at [ttef@archstl.org](mailto:ttef@archstl.org) or by phone at 314-792-7777. If you do not know your password, please use the *Forgot Password* tool below the Login button.



### Returning Family Home Page

The first page you will see is the Returning Family Home Page. This page will have important reminders about your child's scholarship.



(continue to next page)

## Application

Please click on **Application** in the blue header. The first page you will see are the application instructions. Please read these carefully and click **Begin Application**.

The screenshot shows the 'TTEF - FAMILY ACCESS' web application. At the top, there is a navigation bar with 'HOME', 'APPLICATION', 'STUDENTS', and 'PARENT SIGNATURE PAGE (SVR)'. A red warning banner at the top right states: 'WARNING: Revision "schoolTrainingDatabase" Currently Loaded What's this? X'. The main content area is titled 'Instructions' and contains a list of steps: Step 1: Family Information, Step 2: Student Information, Step 3: Financials, Step 4: Verification, and Step 5: Print Form. A green 'Begin Application' button is located at the bottom of the instructions section.

**TTEF - FAMILY ACCESS**

WARNING: Revision "schoolTrainingDatabase" Currently Loaded What's this? X

HOME APPLICATION STUDENTS PARENT SIGNATURE PAGE (SVR)

### Instructions

We are pleased to offer scholarships for the 2017-2018 academic year! Scholarships are available to all those who continue to meet our eligibility requirements.

Your application to renew your child(ren)'s scholarship will be considered after you review and complete the steps listed below:

- Step 1: Family Information
- Step 2: Student Information
- Step 3: Financials
- Step 4: Verification
- Step 5: Print Form (to submit required documents if you are not able to upload)

You will only be eligible for a scholarship when all steps are completed. When you open a section of the application and click Save, any information you have saved is updated for your family. You may answer all questions in Steps 1-4 and return to upload your documents at a later time or print your form (Step 5) to submit your documents by mail, email, or fax. Please email us at [ttef@archstl.org](mailto:ttef@archstl.org) or call 314-792-7777 for support.

[Begin Application](#)

## Application Step One: Family Information

All families must review the family information listed on this page and make any necessary changes. Throughout the application, an asterisk (\*) indicates information that is required to continue. After all information is correct, please click **Save & Continue**.

The screenshot shows the 'Step 1: Family Information' page of the 'TTEF - FAMILY ACCESS' web application. The page includes a navigation bar with 'HOME', 'APPLICATION', 'STUDENTS', and 'PARENT SIGNATURE PAGE (SVR)'. A red warning banner at the top right states: 'WARNING: Revision "schoolTrainingDatabase" Currently Loaded What's this? X'. The main content area is titled 'Step 1: Family Information' and contains a list of steps: Step 1: Family Information, Step 2: Student Information, Step 3: Financials, Step 4: Verification, and Step 5: Print Form. The 'Login Information' section includes fields for Email Address, Password, and Confirm Password. The 'Parent/Guardian 1' section includes fields for Title, First Name, Middle Initial, Last Name, Suffix, and Relationship to child(ren).

**TTEF - FAMILY ACCESS**

WARNING: Revision "schoolTrainingDatabase" Currently Loaded What's this? X

HOME APPLICATION STUDENTS PARENT SIGNATURE PAGE (SVR)

### Step 1: Family Information

Review all information listed below. Make any corrections necessary, then click on 'Save & Continue' at the bottom of the page. You only have access to edit certain fields, if you need to edit something you do not have access to, please contact the TTEF office at 314-792-7777.

#### Login Information

Please complete the fields below to create an account that will be linked to your family's application. Your application will not be considered until all necessary supporting documents have been uploaded and verified by our Scholarship Administrators. Failure to complete a required field will result in an incomplete application that will not be processed.

\* Email Address

\* Password Your password must be at least 8 characters, contain one capital letter, and one symbol (for example: !@#\$%^&\*).

\* Confirm Password

#### Parent/Guardian 1

\* Title  
  
First Name  
  
Middle Initial  
  
Last Name  
  
Suffix  
  
\* Relationship to child(ren)

(continue to next page)

## Application Step Two: Student Information

The next page you will access is the Student Information page. Click **+Reapply** for all students that will be attending an eligible school during the 2020-2021 School Year. Click **+Add Sibling** to submit an application for any student(s) in your family who is/are not listed.

**TTEF - FAMILY ACCESS** WARNING: Revision "schoolTrainingDatabase" Currently Loaded [What's this?](#) X Doll Logout

HOME APPLICATION STUDENTS PARENT SIGNATURE PAGE (SVR)

### Step 2: Student Information

Please enter your financials. If you are not able to upload financial documents when completing this section, please be sure to complete Step 5 in order for your application to be processed.

- Instructions
- Step 1: Family Information
- Step 2: Student Information**
- Step 3: Financials
- Step 4: Verification
- Step 5: Print Form

First Name	Last Name	Most Recent Program	Most Recent Scholarship Year
Skipper	Doll	Help for Today - Hope for Tomorrow	2009-2010

[+ Reapply](#) [+ Add Sibling](#)

Please be certain to confirm or change, if necessary, the information listed for each student in your family. The information you are submitting is for the 2020-2021 school year. The short-answer responses and reference contact information required to be considered for Beyond Sunday Fellow are located at the END of the application. This is only available if eligible for Beyond Sunday.

**TTEF - FAMILY ACCESS** WARNING: Revision "finalTestDatabase" Currently Loaded [What's this?](#) X Doll Logout

HOME APPLICATION STUDENTS PARENT SIGNATURE PAGE (SVR)

### Step 2: Student Information

- Instructions
- Step 1: Family Information
- Step 2: Student Information**
- Step 3: Financials
- Step 4: Verification
- Step 5: Submitting Additional Required Information

#### Student Information

\* First Name: Skipper  
\* Middle Initial: E  
\* Last Name: Doll  
Suffix:   
\* Date of Birth: 01/01/2003  
\* Gender: Female  
\* Ethnicity: White  
\* Religious Affiliation: Catholic

#### Application Information

\* School Year: 2018-2019  
\* Grade: Please enter the grade that this student will be enrolled in for the school year listed above. Pre-K students are not eligible to apply. 9th  
\* School: -- Select --  
\* Do you attend the school selected above currently?  
☐ Yes ☒ No  
Short answer questions and two personal references are required for high school students to be considered for the Beyond Sunday Fellows Program. After completing steps 3 and 4, continue to step 5 for guidance on submitting these requirements.

[Confirm & Continue](#) [Cancel](#)

*(continue to next page)*

When you have completed an application for all eligible students, please click on Step 3 on the side bar.

The screenshot shows the TTEF - FAMILY ACCESS web application. The browser address bar displays the URL: https://ttef.civcore.com/familyLogin/index.php?section=application&action=qualForm\_students. The page header includes the TTEF logo and the text "TTEF - FAMILY ACCESS". A navigation bar at the top contains links: HOME, APPLICATION, MY SCHOOL ENROLLMENT FORM, STUDENTS, and PARENT SIGNATURE PAGE (SVR). The main content area is titled "Step 2: Student Information". On the left, a sidebar lists the steps: Instructions, Step 1: Family Information, Step 2: Student Information (highlighted), Step 3: Financials, Step 4: Conditions, and Step 5: Submitting Additional Required Information. The main text area provides instructions for returning students and new students, and a table lists students with columns for First Name, Last Name, Most Recent Program, and Most Recent Scholarship Year. The table contains two rows: C-Test and G-Test. At the bottom right, there are buttons for "Reapply" and "Add Sibling".

**Step 2: Student Information**

All students in your family are listed below if we have ever received an application for them. To submit an application to requalify for a returning student, simply click on 'Reapply' next to the appropriate student. To submit an application for a student listed who was never awarded, click 'Reapply'. If you would like to add a sibling not listed, click on the 'Add new student' button.

Short answer questions and two personal references are required for high school students to be considered for the Beyond Sunday Fellows Program. Please continue through the rest of the application and read Step 5 carefully for guidance on submitting these requirements.

After you are finished applying for the students in your family, please click on Step 3 on the left sidebar to continue the application process.

First Name	Last Name	Most Recent Program	Most Recent Scholarship Year
C-Test	G-Test		

[Reapply](#) [Add Sibling](#)

### Step Three: Family Financials

After clicking **Step 3**, the next page you will see is the Family Financials portion of the application. Please answer all required questions and upload required documentation. If you are unable to upload required documentation, please proceed in submitting the online application. Instructions at the end of the application will require that you submit your required documentation (only if you were unable to upload) by email, fax, or postal mail.

The screenshot shows the TTEF - FAMILY ACCESS web application, Step 3: Financials. The browser address bar displays the URL: https://ttef.civcore.com/familyLogin/index.php?section=application&action=qualForm\_students. The page header includes the TTEF logo and the text "TTEF - FAMILY ACCESS". A navigation bar at the top contains links: HOME, APPLICATION, STUDENTS, and PARENT SIGNATURE PAGE (SVR). The main content area is titled "Step 3: Financials". On the left, a sidebar lists the steps: Instructions, Step 1: Family Information, Step 2: Student Information, Step 3: Financials (highlighted), Step 4: Verification, and Step 5: Print Form. The main text area provides instructions for entering financials. Below the instructions, there are sections for "Family Qualification Information" and "Household Financial Information". The "Family Qualification Information" section includes questions about residency and religious affiliation. The "Household Financial Information" section includes questions about school year, number of adults, number of children, and adjusted gross income. At the bottom, there is a question about filing a federal income tax return and a field for adjusted gross income.

**Step 3: Financials**

Please enter your financials. If you are not able to upload financial documents when completing this section, please be sure to complete Step 5 in order for your application to be processed.

**Family Qualification Information**

Some scholarships are reserved for residents of St. Louis City and/or for Catholic families. The information you submit in the questions in this section will help determine your eligibility for different scholarship programs.

Resident in the City of St. Louis?

\* Religious Affiliation

**Household Financial Information**

\* School Year  
2017-2018

\* Number of Adults  \* Number of Children

**Adjusted Gross Income**


\* Do you file a Federal Income Tax Return?  
☐ Yes ☐ No

\* Adjusted Gross Income This is the income of you and your spouse (if you are married) and can be found on Line 37 of your Federal Income Tax Return (Form 1040). If you do not have this form, please list your Adjusted Gross Income and submit your W2. If you do not have a W2, please submit at least three paystubs.  
\$

(continue to next page)

## Step Four: Verification

After completing Step Three, please carefully read the Conditions of Ongoing Tuition Grant. These are important agreements that are required of all parents applying for a scholarship. Please click inside the box next to each statement. When finished, click **Agree** to submit your online scholarship application.



TTEF - FAMILY ACCESS

WARNING: Revision "FinalTestDatabase" Currently Loaded [View this?](#) X

[Doll Logout](#)

[HOME](#) [APPLICATION](#) [STUDENTS](#) [PARENT SIGNATURE PAGE \(SVR\)](#)

### Step 4: Verification

Instructions

Step 1: Family Information

Step 2: Student Information

Step 3: Financials

Step 4: Verification

Step 5: Submitting Additional Required Information

#### Conditions of Ongoing Tuition Grant

☐ I promise to provide re-qualification information annually by the required deadline to ensure this tuition grant continues for my child(ren) through his/her 8th grade year (Elementary School Scholarships) or 12th grade year (High School Scholarships). \*NOTE: Scholarships only – does not include Catholic Family Tuition Assistance or Parish Employees Endowment Fund – applicants need to apply every year for CFTA and PEEF.

☐ I agree to allow my child(ren)'s school(s) listed on this application, as well as the high school(s) they attend following 8th grade graduation, to provide confirmation of enrollment, academic performance, and information regarding awards received/other achievements, for my child(ren) to TTEF with assurance that the information remains confidential.

☐ I promise to pay my child(ren)'s school account in a timely and responsible manner. I promise to ensure at least 90% daily attendance of my child(ren) or risk losing the scholarship.

\* I acknowledge that by selecting ACCEPT below, I allow the Today & Tomorrow Educational Foundation (TTEF), the Roman Catholic Foundation of Eastern Missouri (RCF), and the Catholic Education Office (CEO), to publish, reproduce and display written quotes, photographic images, video images and/or audio recordings that contain my child (ren)'s words, likeness, and/or name for use in all media, electronic or otherwise, in connection with publications, advertisements, and/or web pages of these Entities, provided that such content shall not be sold or otherwise distributed to any other person or entity without my consent. I authorize these Entities to associate the content with the name of the child and the name of the parish, school, or ministry with which the child is affiliated. I waive any right to inspect or approve the finished product, including written copy, wherein the Child's words, likeness, and/or name appear. I further acknowledge and agree that neither I nor the Child have or shall have any ownership interest in any informational or advertising material which utilizes, incorporates or consists of the content or in any copyright embodied therein.

Select --

✓


☐ I certify by checking the box (electronic signature) that all financial information provided to the school and to the TTEF (through this application) to determine our eligibility is true and complete to the best of my knowledge. I agree to provide additional proof, if asked, and acknowledge that failure to do so will result in a loss of the scholarship. My signature also confirms that I have read and understood the eligibility guidelines for the program listed. I understand that all of the above conditions must be met by the child/family to be eligible for the scholarship. I agree to release Today & Tomorrow Educational Foundation (TTEF) from any liability in its efforts to provide these scholarships and allow all information provided through the scholarship application and administration process to be shared by TTEF with partner foundations, including the Roman Catholic Foundation of Eastern Missouri (RCF) and the Catholic Education Office (CEO).

If you have completed the sections above, please click "Agree" and read the instructions on the next page that will explain how to submit any additional required documentation, INCLUDING high school short answer responses, if applicable. After clicking "Agree," you will receive an automatic email response confirming receipt of the information you have submitted.

Agree

## Step Five: Print Form to Submit Required Documents

This step is required of families who were not able to submit all required documentation, including financial documentation and proof of residency (ONLY for city residents) AND all families who are submitting a child's Beyond Sunday Fellows short-answer responses and reference contact information. If you were not able to upload all required financial/residency documentation, please click **Print Form** in Step Five and follow instructions on the form to submit any documents listed that still need to be submitted. Please do not send duplicate copies of documents already submitted. **PLEASE REMEMBER that the short answer responses and reference contact information *must be submitted through the online application system by the deadline of February 28<sup>th</sup>, 2020 if applicable.* Due to high volume, we cannot accept mailed, emailed, or faxed responses. You will be able to access this page to submit or edit responses until February 28<sup>th</sup>, 2020.** Students currently receiving a Beyond Sunday Fellows scholarship are not required to submit responses or references for requalification.



TTEF - FAMILY ACCESS

WARNING: Revision "FinalTestDatabase" Currently Loaded [View this?](#) X

[Doll Logout](#)

[HOME](#) [APPLICATION](#) [STUDENTS](#) [PARENT SIGNATURE PAGE \(SVR\)](#)

### Step 5: Submitting Additional Required Information

Instructions

Step 1: Family Information

Step 2: Student Information

Step 3: Financials

Step 4: Verification

Step 5: Submitting Additional Required Information

Thank you for submitting your 2017-18 scholarship application to the Today and Tomorrow Educational Foundation!

You will receive an automatic email momentarily confirming receipt of the online application form.

You may contact our office at 314-792-7777 or by email at [ttef@archstl.org](mailto:ttef@archstl.org) with any questions.

**If you did not upload your required financial documents, please remember that you must do so for your application to be considered.** You may click "Print Form" below to print your "Required Supporting Documents Form". The form is completed for you with the information you need to provide the TTEF office to complete your scholarship application. Place the form in an envelope with copies of the required listed documents and mail to TTEF, 20 Archbishop May Dr., St. Louis, MO 63119 or fax to 314-792-7629. This form is NOT required if you have successfully uploaded every required document.

Print Form

Each student you have entered a high school application for is listed below. The student(s) must respond to TWO of the following questions in 100 words or more AND submit contact information for two references to be considered for the Beyond Sunday Fellows program. These responses must be entered directly into the space available. This form will be accessible ONLY until February 28th, 2018. You may return to this page until this deadline to review, submit, and edit responses. Due to high volume, emailed, faxed, and mailed short answer responses and edits will not be considered. We are also unable to accept emailed, faxed, or mailed contact information for references and cannot accept any letters of recommendation.

PLEASE NOTE that students will be awarded based on these responses AND income eligibility of your family. To be considered income-eligible, the income (before any change) that you have listed on your application must be supported by all required documentation and confirmed by the TTEF scholarship office as eligible according to the Beyond Sunday Income Guidelines by February 28th, 2017. If you intended to apply for a high school student and do not see their name listed below, please email [ttef@archstl.org](mailto:ttef@archstl.org) immediately for support.

Student	School	Grade
Doll, Skipper	Bertr Academy	9th

Beyond Sunday Responses

## Application Confirmation & Review

All new and re-applying families who successfully submit an online application will receive an automatic email response from our website. This should appear in your email from [ttef@archstl.org](mailto:ttef@archstl.org). ***If you are missing any documentation, this does not mean your application is complete, only that the online form was submitted for Steps 1-4.*** Applications are reviewed in the order received by the TTEF Scholarship Office. If you have questions or need additional support, please contact us by email at [ttef@archstl.org](mailto:ttef@archstl.org) or by phone at 314-792-7777.