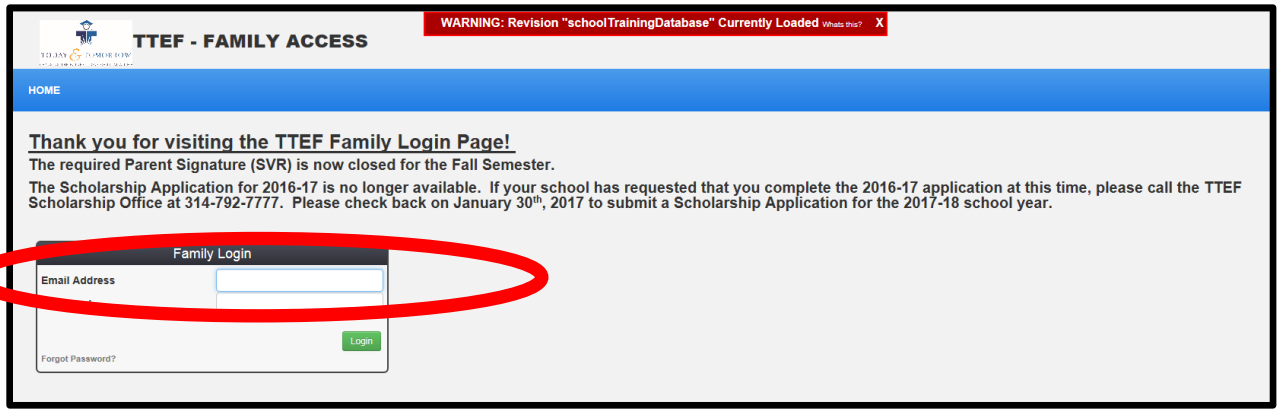
Unified Online Scholarship Application
New Family Instructions

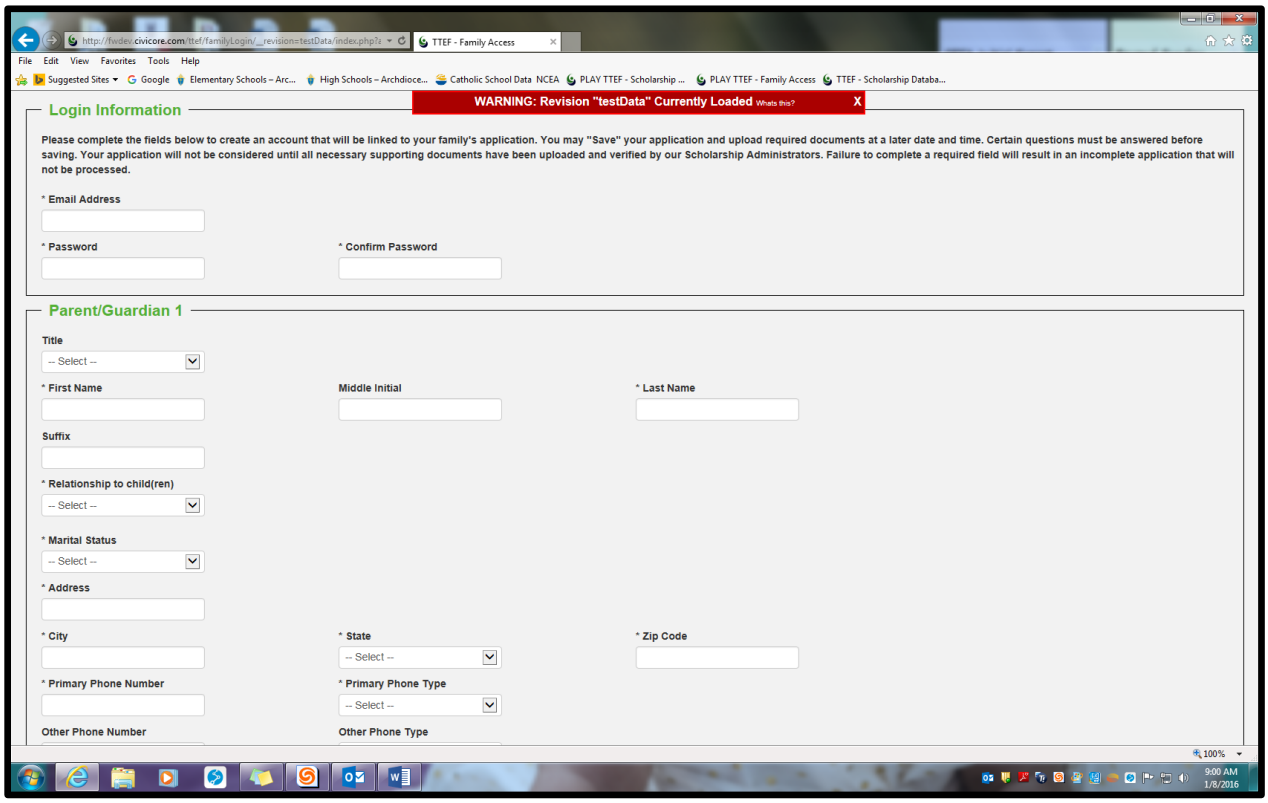
PLEASE NOTE: The instructions below are for families who have <u>never applied</u> for a scholarship through the Today & Tomorrow Educational Foundation. If you have ever applied for a scholarship, you must log in with the email address we have on file for you. If you do not know what this email address is, <u>please stop here</u> and call 314-792-7777 for assistance. Duplicating your family with a new account if you have applied before will cause delays in processing your application. We are happy to help you!

Applying for a Scholarship as a New Family!

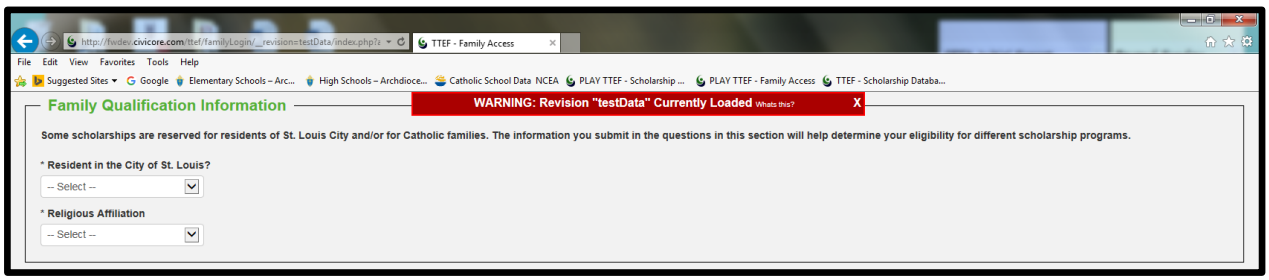
1. Open your web browser and type in the address for the TTEF website: www.ttef-stl.org and click the link ***Apply Here.***
2. This site is used by families who are currently receiving a scholarship through TTEF and by families who are not. If you have never applied for a scholarship from TTEF, click the link to **fill out a new application.**
3. Please read the text at the top of the page <u>completely</u> before starting your application. All required questions must be answered before you can submit your application.

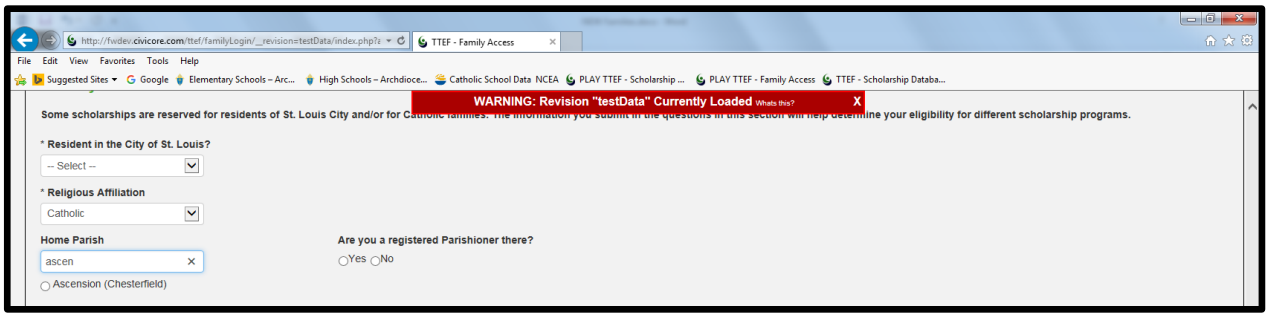


4. **Family Information**: Enter your primary email address in the Login Information **Email Address** box and create a password that you will remember. In the Parent/Guardian 1 and Parent/Guardian 2 sections, please enter all required fields and any additional information that you can provide.

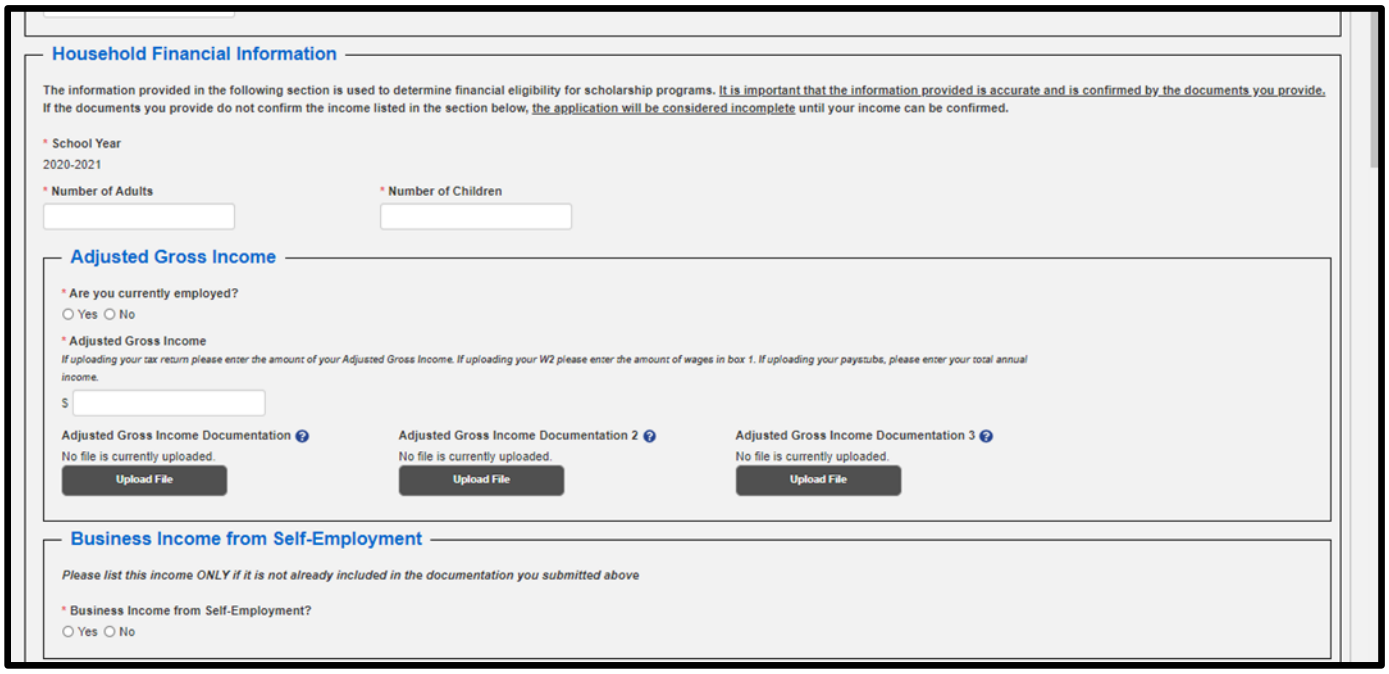


5. The Family Qualification Information section determines eligibility for some scholarships and financial aid programs that are limited to residents of St. Louis City (Help for Today, Hope for Tomorrow) or Catholic families (Catholic Families Tuition Assistance). If you are a resident of St. Louis City and are applying for one or more children to attend an elementary school in St. Louis City, you will be required to upload one proof of residency. A valid proof of residency can be a copy of a utility bill showing your name (or your spouse's entered on application) and your street address in the City; a copy of your/your spouse's Missouri Driver's License; or your/your spouse's Missouri Voter Registration Card.
   If you select Catholic as your Religious Affiliation you will be prompted to type your home parish in the box and answer if you are a registered parishioner or not (Yes/No). Once you see your parish listed below the search box where you typed the name, click in the circle next to the parish name to select it as your home parish.



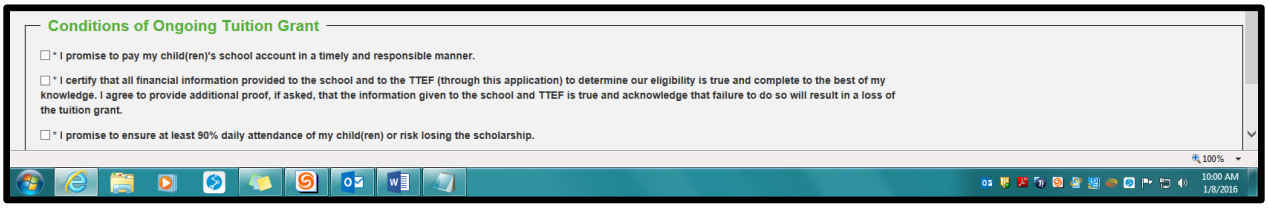


6. **Financials**: To enter household financial information, answer all questions that are required and upload at least one listed document for your Adjusted Gross Income and for any additional income that you need to report in the Yes/No questions below. If you are unable to upload your required documentation, you may submit it via email to ttef@archstl.org, fax to 314-792-7629, or mail to TTEF at 20 Archbishop May Dr., St. Louis, MO, 63119. Your application will not be considered complete until all required documentation is received and verified as matching the income reported on the application.



7. **Student Information**: Carefully enter application information for each student in your family in grades K-12 who you would like to be considered for a scholarship. Grade and school information must be entered for the upcoming school year. To add additional students, click the green **+Add another student** button. **The short-answer responses and reference contact information required to be considered for Beyond Sunday Fellows are located at the END of the application. This is only available if the student is eligible for Beyond Sunday.**

8. Read the Conditions of Ongoing Tuition Grant and click in the box next to each statement to certify that you agree.



When you have completed all the required questions, click submit at the bottom of the page to be sure your application is sent to TTEF Staff. Remember, your application will not be considered complete until all required documentation is received. **The next page will display information about submitting the short-answer responses and contact information for references required to be considered for the Beyond Sunday Fellows High School program, if applicable.**

IMPORTANT INFORMATION FOR SUBMITTING ADDITIONAL DOCUMENTATION

After clicking Submit, you will be redirected to a page that provides instructions for submitting any financial and residency documentation that you were not able to submit. Please click **Print Form** and follow the 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.

By submitting the online application form, you are also creating a TTEF account that you can log into to apply each year and submit required signatures each semester if your child is awarded.

NOTE: You will receive an automatic email after submission of Steps 1-4.
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.

PLEASE REMEMBER that the short answer responses and reference contact information must be submitted through the online application system by the deadline. 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 stated deadline. **Click the green button "Beyond Sunday Responses" to open the box where you will submit the short-answer responses and references.**

