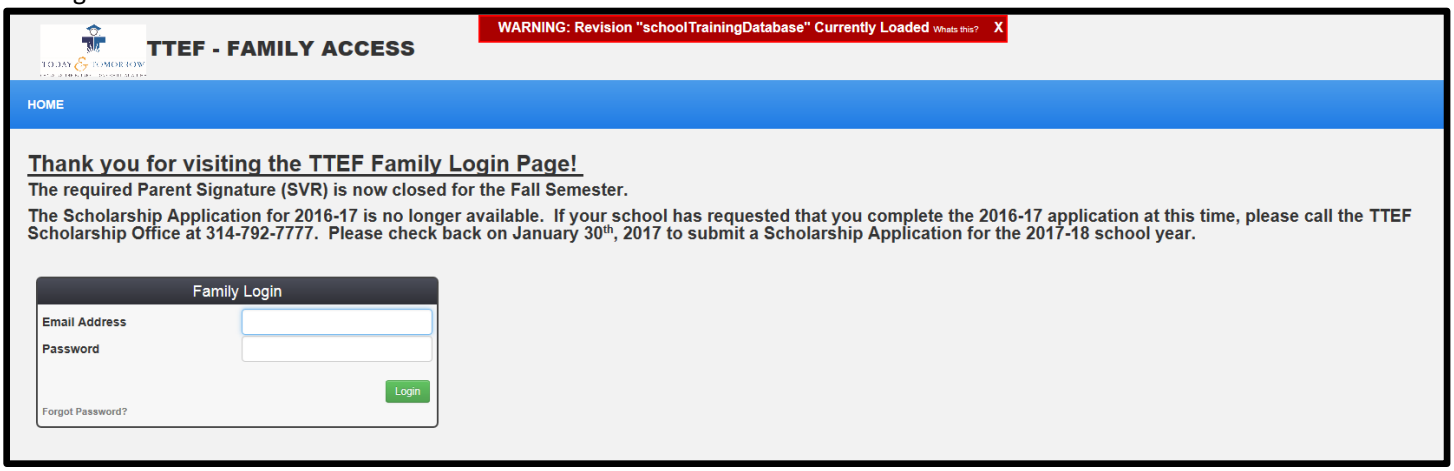
Unified Online Scholarship Application
Re-Applying Family Instructions

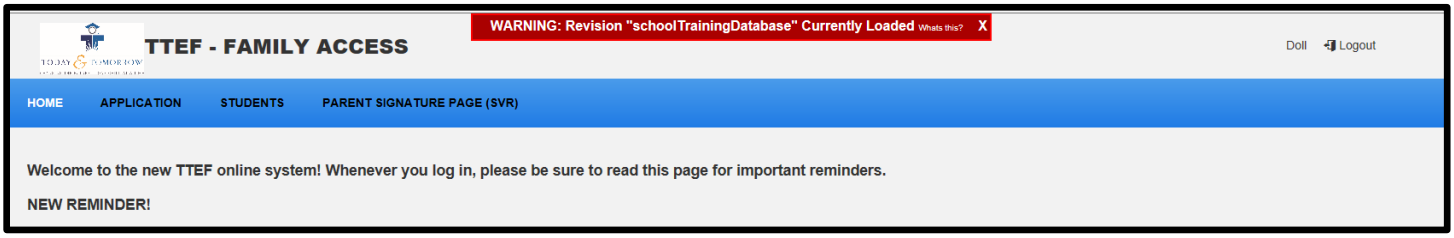
Logging In

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 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

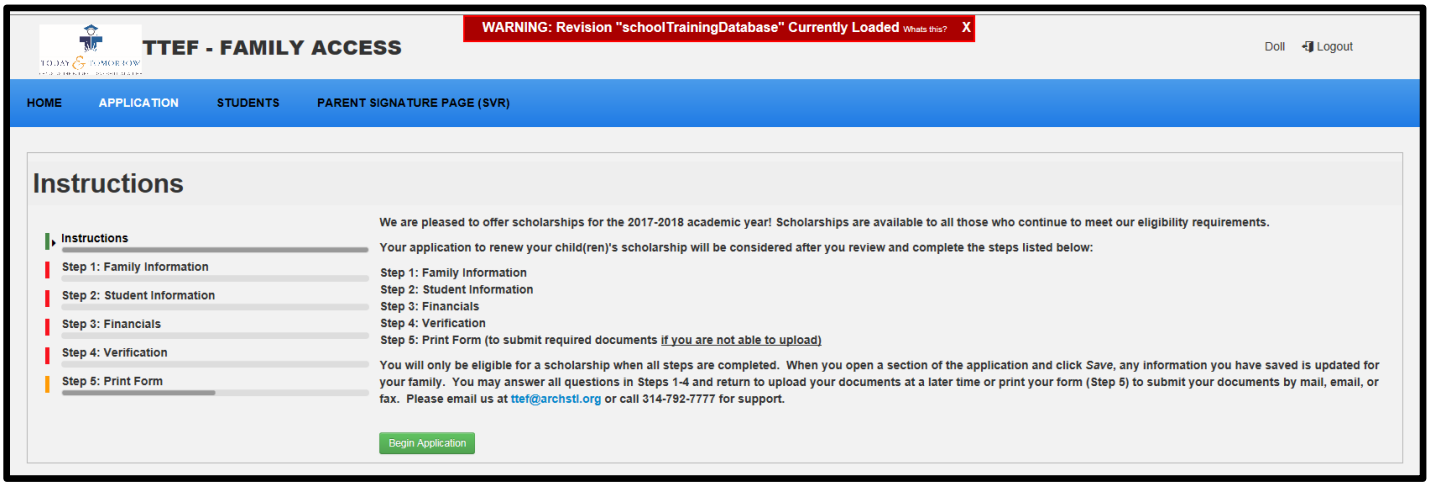
The first page you will see is the Returning Family Home Page. This page will have important reminders about your child's scholarship.



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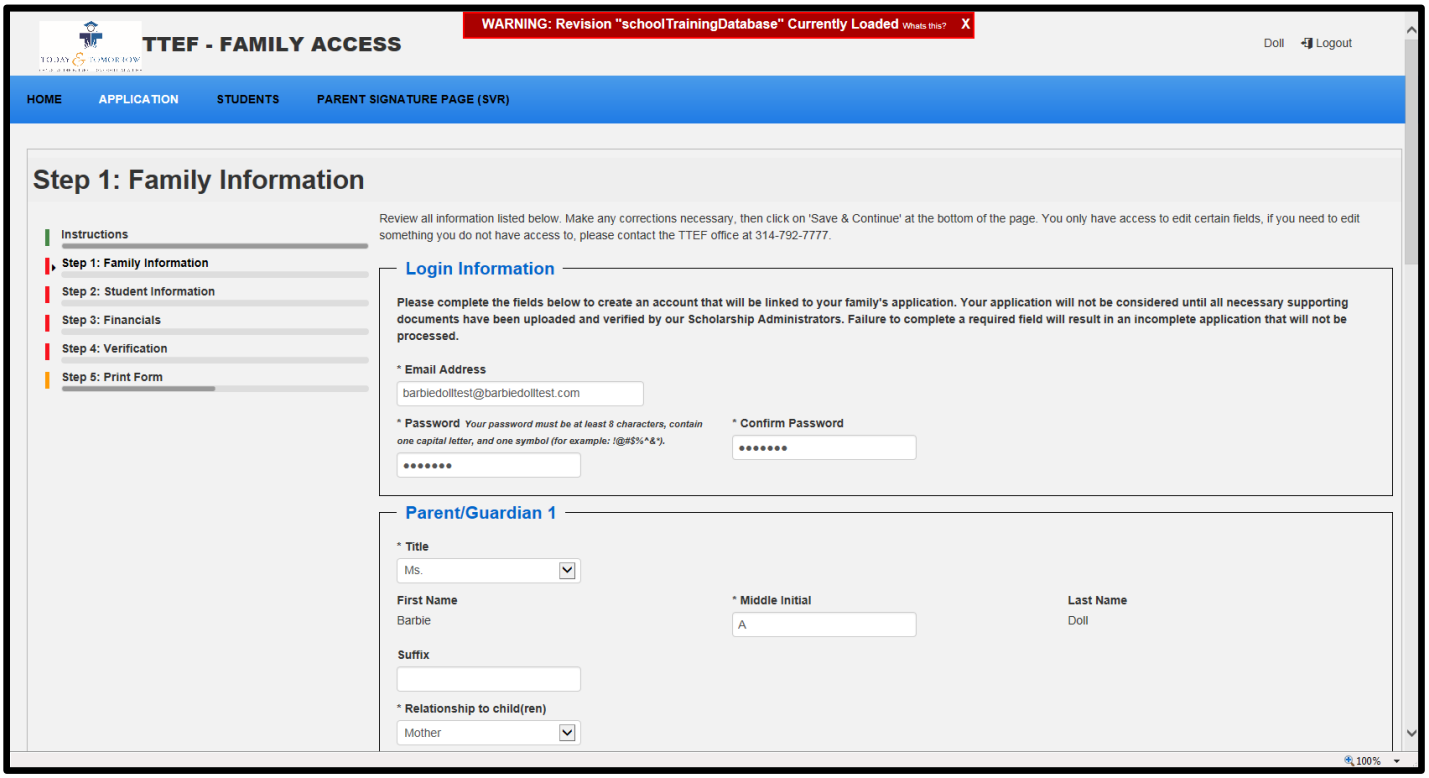
Application

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



Application Step One: Family Information

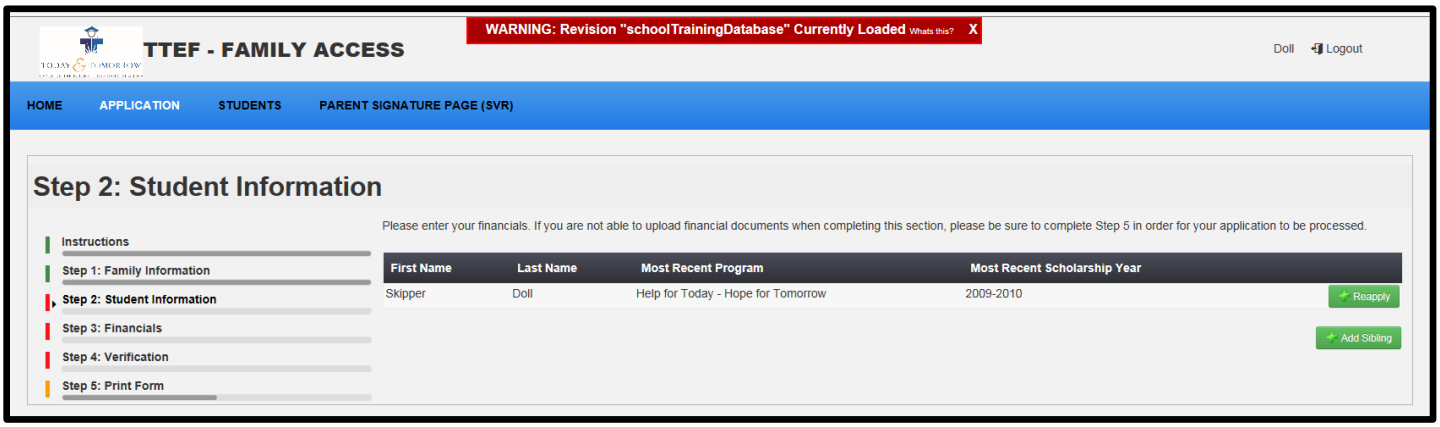
All families must review the family information listed on this page and make any necessary changes. Throughout the application, an asterisk (*) indicates information that is required to continue. After all information is correct, please click **Save & Continue.**



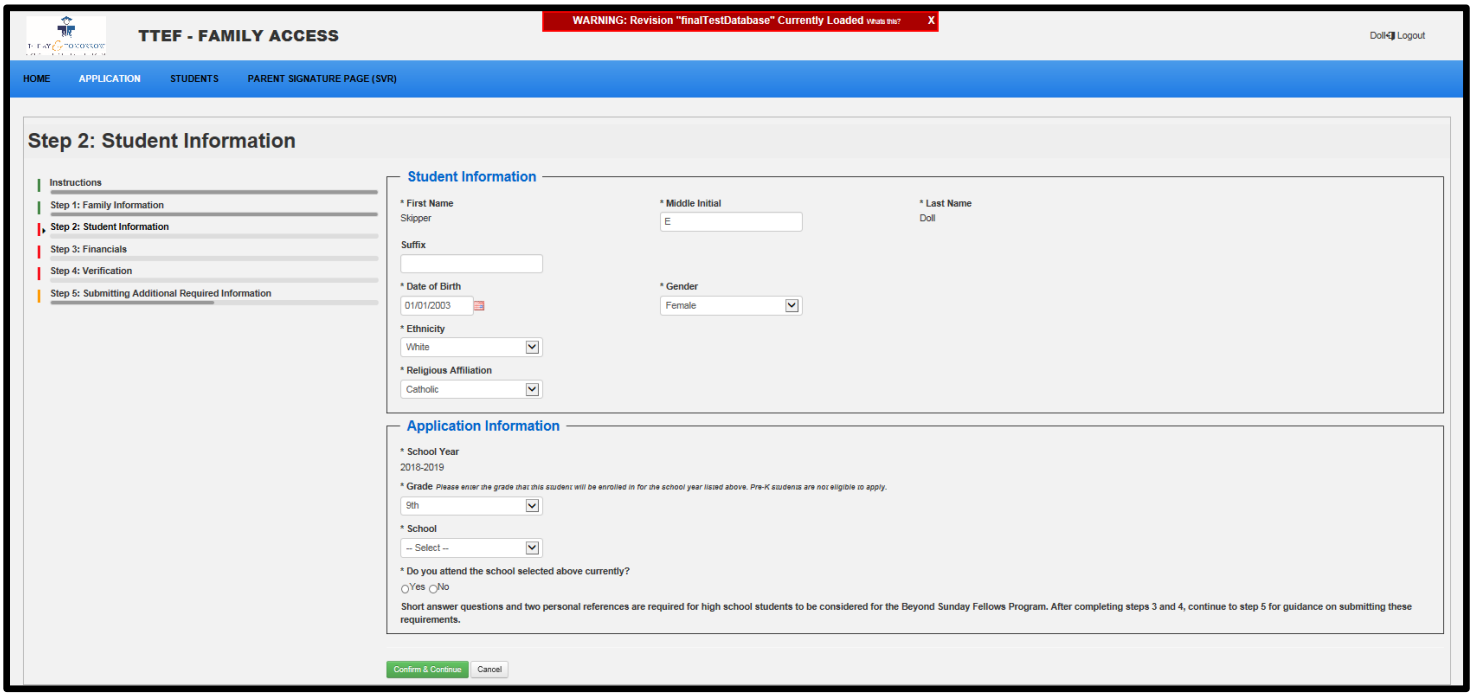
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Application Step Two: Student Information

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 upcoming school year. Click **+Add Sibling** to submit an application for any student(s) in your family who is/are not listed.

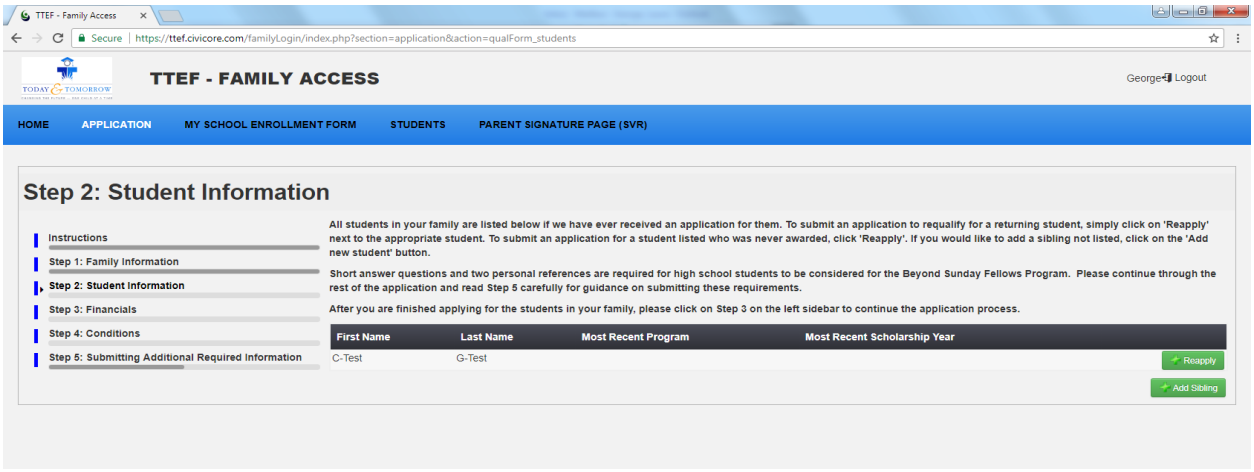


Please be certain to confirm or change, if necessary, the information listed for each student in your family. The information you are submitting is for the upcoming school year. The short-answer responses and reference contact information required to be considered for Beyond Sunday Fellow are located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



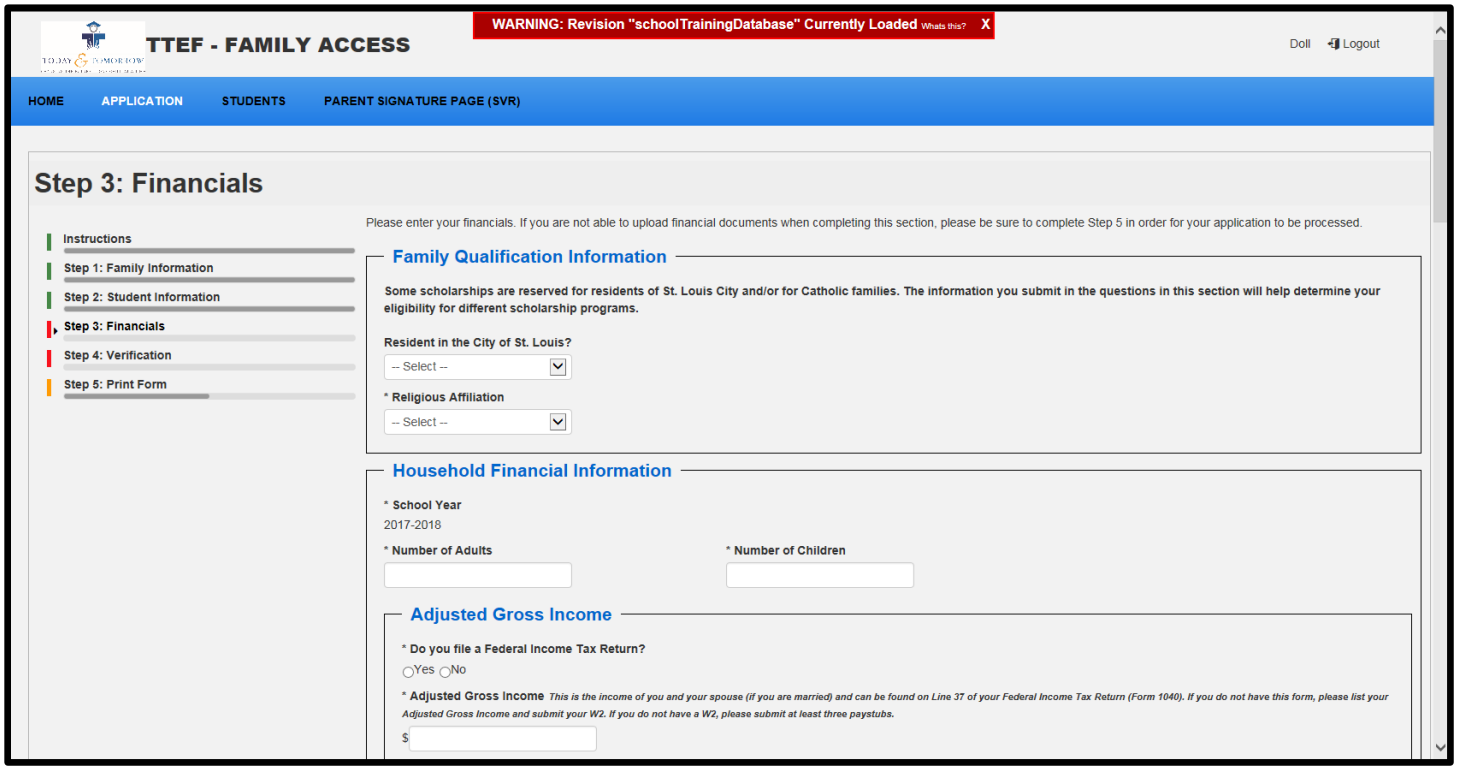
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When you have completed an application for all eligible students, please click on Step 3 on the side bar.



Step Three: Family Financials

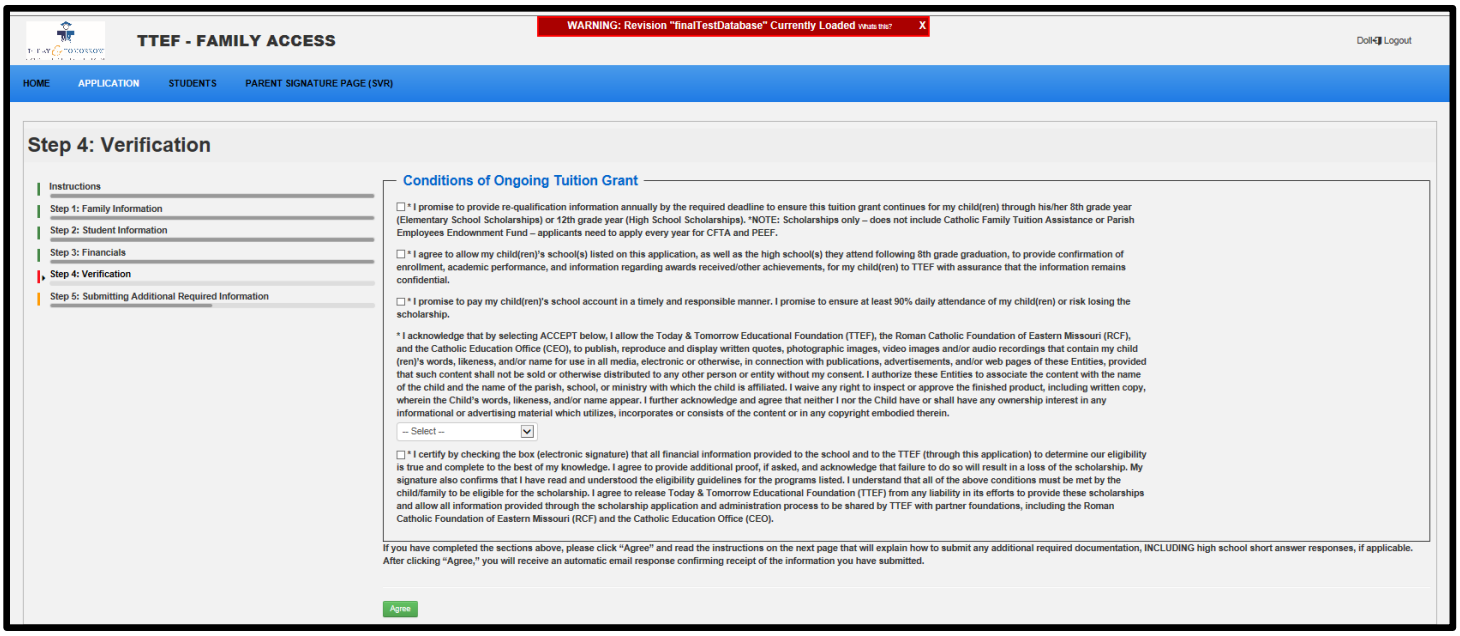
After clicking **Step 3**, the next page you will see is the Family Financials portion of the application. Please answer all required questions and upload required documentation. If you are unable to upload required documentation, please proceed in submitting the online application. Instructions at the 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.



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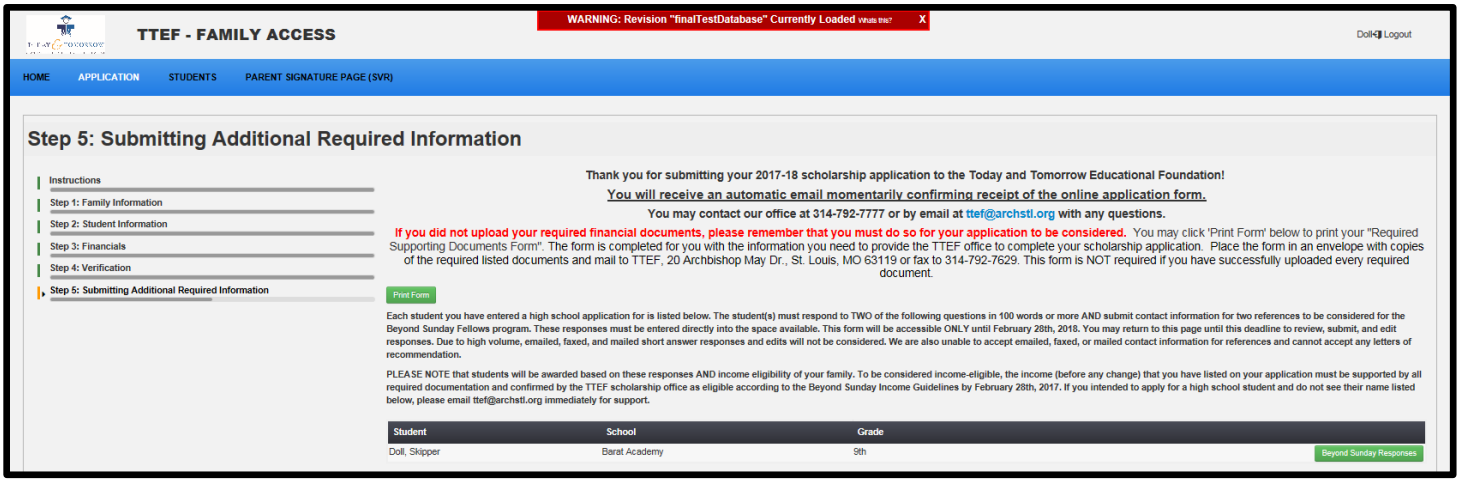
Step Four: Verification

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.



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 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. **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 the deadline.** Students currently receiving a Beyond Sunday Fellows scholarship are not required to submit responses or references for requalification.



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. ***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.***

The colors next to the steps do not indicate anything. 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 or by phone at 314-792-7777.