



Children's Scholarship Fund

giving parents a choice • giving children a chance

Teddy Forstmann Scholarship Program Filling Out Your Application Forms 2012-2013

APPLICATION DEADLINE:

Please be sure to keep in contact regularly with your chosen school to find out your application status. School administrators are available to assist you with any questions or concerns you may have regarding your scholarship application. Ask your child's school to keep copies of all scholarship information in your child's file as well.

Application Instructions: Please read through the Instructions carefully.

On application form, print your name, address, e-mail, and phone numbers. Please include your relationship to the child/ren and employment status. **ONLY THE CHILD/REN THAT IS APPLYING SHOULD BE INCLUDED IN THE STUDENT INFORMATION.**

On financial form, include the number of persons in your household (adults and children). Your household includes only those on your 1040 or budget letter. If a child is not claimed on your 1040 tax forms or budget letter, you must provide proof of guardianship (i.e. court papers) and the 1040 tax forms or budget letter from the person claiming the child. List all sources of income. **You must report the TOTAL YEARLY AMOUNT and document all income!**

Explanation of Income Sources:

Adjusted Gross Income – Found on line 37 (1040) or line 21 (1040A). The 1040 tax forms are found in the package that was given to the individual by the tax preparer. If you and your spouse filed taxes jointly, you may list the total amount. **Any child/ren that is not claimed by the parent applying must send in the income of parent/guardian who claimed the child/ren. PLEASE MAKE SURE THE SECOND PAGE OF THE 1040 IS SIGNED.** Include only the first two pages of the 1040. If the parent/guardian **DOES NOT** have a 1040, contact the Internal Revenue Service at 1-800-908-9946 and request a transcript.

Child Support & Alimony Income – Provide official court ordered documents citing the amount being received. If child support is not court ordered, a notarized document written by the person providing the support is required. The letter should include the total amount given to the parent and must specify if given yearly, weekly, or monthly.

Public Assistance Cash & Food Stamp Income – This is found on a budget letter or notice of food stamp benefit. A budget letter is a print out obtained at the public assistance office showing the cash amount and/or coupon the individual is receiving. To obtain a budget letter, please go to your assigned food stamp office, otherwise, you may contact them directly to request one by mail (this service is not available in all offices). To calculate Public Assistance (cash) amount, multiply the grant issued by 24 because it is semi monthly. To calculate Food Stamp (coupon) amount, multiply the coupon amount by 12 because it is monthly. **ALL BUDGET LETTERS MUST BE ACCOMPANIED BY A STATEMENT LISTING ALL HOUSEHOLD MEMBERS ON THE CASE. IF SOMEONE IS NOT LISTED ON THE CASE, YOU CANNOT INCLUDE THAT PERSON IN THE HOUSEHOLD.**

Social Security Income – Provide official SSA-1099/SSI letters for **all family** members receiving SSA Benefits, SSI, and/or Disability.

Unemployment & Worker's Compensation Income – Unemployment compensation is includible in gross income. You must report unemployment compensation on line 19 of Form 1040, line 13 of Form 1040A, or line 3 of Form 1040EZ. If you do not claim your award on your taxes, you are required to submit the 1099G form (award letter). If you need a copy of your letter, you may visit the New York State Department of Labor website here: <https://ui.labor.state.ny.us/UBC/home.do> and print a copy of your letter.

Other Income – If you do not file taxes, but work, you must provide a notarized letter from your employer stating your total annual income. If you are receiving assistance from family/friends, you must provide notarized letters written by the person providing the support. The letter must state the annual amount given to you. If you are a **FOSTER** parent, an official letter from the Aid to Families with Dependent Children-Foster Care Program (AFDC-FC) must be submitted.

If you did not file taxes, you must get the Financial Form notarized!
Please sign your name and date the page to certify all information is accurate.

School Commitment Form: Please have the principal from the school your child will attend this coming fall complete this form. One form per child. The tuition information must be provided by the school. Please remind the school to send us a copy of their tuition schedule when they return the form to us. This form is due on (date).



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Teddy Forstmann Scholarship Program 2012 Application Form

Send Completed Form to:
Children's Scholarship Fund
8 West 38th Street, 9th Floor
New York, NY 10018
Questions?
Call (212) 515-7118
ppena@scholarshipfund.org
or visit us on the web:
www.scholarshipfund.org

Awards will be made on a first-come first-served basis until all funds are exhausted.
*** This form does not guarantee a scholarship.

PARENT/GUARDIAN INFORMATION				ID Number:	
Last Name		First Name		Middle Initial	Marital Status (check one): <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced
Mailing Address					Apartment Number:
City	State	Zip	E-mail Address:		
Home Phone		Work Phone		Cell Phone	Alternate Phone
Relationship to child/ren (check one): <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepparent <input type="checkbox"/> Grandparent <input type="checkbox"/> Fosterparent <input type="checkbox"/> Guardian				Employment Status (check one): <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Not Employed	

STUDENT INFORMATION				
Please provide the following information ONLY for the children for whom you are applying:				
	Child 1	Child 2	Child 3	Child 4
Child's Full Name				
Child's Date of Birth				
Gender: Male or Female				
Child's School Name in 2011-2012				
Child's Grade Level 2012-2013				

PLEASE ATTACH THE PUBLIC SCHOOL REPORT CARD FOR EACH CHILD

VERIFICATION	
<i>I certify that all the information provided on this form is true and complete to the best of my knowledge. I promise to pay my child's school account in a timely manner, ensure at least 90% attendance of my child(ren), and comply with the standards of my child(ren)'s chosen school. I understand that failure to comply with the above statements will result in the loss of my family's scholarship. I agree to allow the school to release grades and standardized test scores for use by Children's Scholarship Fund "CSF", in order to allow CSF to evaluate this program. I agree to allow my child's picture to be taken and used for promotional and fundraising purposes. I agree to submit one photo of my child and one letter from my child to CSF each school year. Finally, I agree to release CSF from any and all liability in its efforts to provide this scholarship.</i>	
Signature of Applicant	Date



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PARENT/GUARDIAN INFORMATION		
Last Name	First Name	Middle Initial
Number of people in your household as reported on your 2011 Tax Return or Budget Letter		
Total Number of Adults:	Total Number of Children:	


2011 INCOME SOURCE		
<i>Attach copies of all requested income documents. Refer to instruction page for explanation of required income documents.</i>	YEARLY AMOUNT	For Office Use Only
Adjusted Gross Income reported on <u>2011 FEDERAL 1040 Taxes</u> .	\$	
Child Support Income and or Alimony Received	\$	
Public Assistance Cash	\$	
Food Stamp Income	\$	
Social Security Income	\$	
Unemployment or Worker's Compensation	\$	
Other income such as financial assistance from family or friends	\$	
TOTAL HOUSEHOLD INCOME	\$	

Complete this section **ONLY IF YOU DID NOT FILE TAXES** in 2011. (Parents and guardians using a notary must also provide official documentation of all 2011 income, such as W2 forms, public assistance statements, child support documents, Social Security statements, and employer letter on official letterhead.)

Notary signature: _____ Date: _____

Notary name printed: _____

Space for notary stamp

VERIFICATION	
<p><i>I certify that all the information provided on this form is true and complete to the best of my knowledge. I promise to pay my child's school account in a timely manner, ensure at least 90% attendance of my child(ren), and comply with the standards of my child(ren)'s chosen school. I understand that failure to comply with the above statements will result in the loss of my family's scholarship. I agree to allow the school to release grades and standardized test scores for use by Children's Scholarship Fund "CSF", in order to allow CSF to evaluate this program. I agree to allow my child's picture to be taken and used for promotional and fundraising purposes. I agree to submit one photo of my child and one letter from my child to CSF each school year. Finally, I agree to release CSF from any and all liability in its efforts to provide this scholarship.</i></p>	
 Signature of Applicant	Date