



## STEP 01

### Eligibility Check

- Step 1 will determine your eligibility. You will be asked to provide your address, income information, and some household details. You will also need to provide information about **each** child who would like to apply for a scholarship.
- If a student is **not** eligible, you will receive a notice explaining why.
- If a student **is** eligible, you will receive a “thumbs up.” Please click “continue” to complete the entire application.

## STEP 02

### Parent/Custodian Information

- Step 2 requests information about parents or custodians. You will need to provide your name, date of birth, address, relationship to applicant(s), and your work status.
- You must provide this information for both parents or custodians, if there is more than one.

## STEP 03

### Household Financial Information

- Step 3 requests household financial information. You will need to answer questions about your tax status including:
  - » Did your household file your federal taxes in 2018 or 2019?
  - » If you do not have a Form 1040, did you or any adult members of your household receive a Form 1099? If so, please total the amounts that appear on your Form 1099s.
  - » Do you have a Form 1040 or 1099? If not, please total the amount from the most recent paystub or W-2 from all employers for all adult members of your household.

## STEP 04

### Student Information

- Step 4 requests information about the student applicants. It is very important to provide information for **every student** who wishes to apply for a scholarship.
- You will be asked to provide basic information about the student’s education and learning abilities.
- You must also select your choice of schools, in order of preference. Scholarships are awarded when funds at your school become available. We will make every effort to match students with their first-choice school. If you only have one school that you are interested in attending, please only list that school on your application.

## STEP 05

### Required Documentation

- Step 5 requests documents to verify your income and your address. We will accept a PDF or clear photo of these documents.
- **Before you begin this step, you must have ALL verification documents ready.** You will need to upload them electronically, with your application.

