



## 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 previously applied to TTEF before will need to log on with 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 is 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 links: HOME, APPLICATION, STUDENTS, and PARENT SIGNATURE PAGE (NEW). A warning banner at the top right states: 'WARNING: Revision "SchoolTrainingDatabase" Currently Loaded'. The main content area is titled 'Instructions'. It contains a list of steps on the left: Instructions, Step 1: Family Information, Step 2: Student Information, Step 3: Financials, Step 4: Verification, and Step 5: Print Form. The right side of the page provides detailed 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.' It then lists the steps: Step 1: Family Information, Step 2: Student Information, Step 3: Financials, Step 4: Verification, and Step 5: Print Form (to submit required documents if you are not able to upload). A final note states: '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 [email address] or call at 414-962-7177 for support.'

## 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 'TTEF - FAMILY ACCESS' web application at the 'Step 1: Family Information' page. The navigation bar is the same as the previous page. A warning banner at the top right states: 'WARNING: Revision "SchoolTrainingDatabase" Currently Loaded'. The main content area is titled 'Step 1: Family Information'. It contains a list of steps on the left: Instructions, Step 1: Family Information, Step 2: Student Information, Step 3: Financials, Step 4: Verification, and Step 5: Print Form. The right side of the page contains a 'Login Information' section with a text box for 'Email Address' (containing 'bap160000@samplecollegedemo.com') and a 'Password' field (containing '\*\*\*\*\*'). Below this is a 'Parent/Guardian 1' section with fields for 'First Name', 'Middle Initial', 'Last Name', 'Suffix', and 'Relationship to child(ren)'. The 'Relationship to child(ren)' dropdown is set to 'Mother'. At the bottom right, there is a 'Save & Continue' button.

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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 2021-2022 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 "School Training Database" Currently Loaded

HOME APPLICATION STUDENTS PARENT SIGNATURE PAGE (SVR)

### Step 2: Student Information

Instructions: Please enter your financials. If you are not able to upload financial documents when completing this section, please be sure to complete Step 6 in order for your application to be processed.

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 School Year
Skipper	Dill	Help for Today - Hope for Tomorrow	2018-2019

+Add Sibling +Reapply

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 2021-2022 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.

**TTEF - FAMILY ACCESS** WARNING: Revision "School Training Database" Currently Loaded

HOME APPLICATION STUDENTS PARENT SIGNATURE PAGE (SVR)

### Step 2: Student Information

Instructions: Please enter your financials. If you are not able to upload financial documents when completing this section, please be sure to complete Step 6 in order for your application to be processed.

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

**Student Information**

First Name: Skipper  
Last Name: Dill  
Suffix:   
Date of Birth: 01/01/2018  
Gender: Male  
Ethnicity: White  
Religious Affiliation: Catholic

**Application Information**

School Year: 2018-2019  
School: Help for Today - Hope for Tomorrow  
Do you attend the school selected above currently? ☒

+Add Sibling +Reapply

(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 top navigation bar includes 'HOME', 'BY SCHOOL DISTRICT', 'STUDENTS', and 'PARENT SIGNATURE PAGE (N/A)'. The main heading is 'Step 2: Student Information'. On the left is a sidebar with a list of steps: Step 1: Family Information, Step 2: Student Information (highlighted), Step 3: Financials, Step 4: Conditions, and Step 5: Submitting Additional Required Information. The main content area contains instructions for Step 2, stating that all students in the family are listed below and that users should click on a student's name to submit an application. It also mentions that after answering questions and providing personal references, users should click on 'Next' to continue. At the bottom, there is a table with columns for 'Last Name', 'First Name', 'Middle Name', and 'Most Recent Schooling Year'. Below the table are 'Next' and 'Back' buttons.

### 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 top navigation bar is the same as in Step 2. The main heading is 'Step 3: Financials'. The sidebar on the left lists the steps: Step 1: Family Information, Step 2: Student Information, Step 3: Financials (highlighted), Step 4: Verification, and Step 5: Print Form. The main content area contains instructions for Step 3, stating that users should enter their financials and that if they are unable to upload documents, they should proceed to Step 5. Below the instructions are three sections: 'Family Qualification Information' with dropdown menus for 'Resident in the City of St. Louis?' and 'Religious Affiliation'; 'Household Financial Information' with input fields for 'School Year', 'Number of Adults', and 'Number of Children'; and 'Adjusted Gross Income' with a 'Do you file a Federal Income Tax Return?' dropdown and a text field for 'Adjusted Gross Income'. At the bottom, there is a note about the 'Adjusted Gross Income' field and a 'Next' button.

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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.

**TTEF - FAMILY ACCESS**

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Step 4: Verification

**Conditions of Ongoing Tuition Grant**

☐ I authorize the provider of qualification information, including the required documents to ensure this tuition grant continues for my child and through his/her on-grade-year (Elementary School, Secondary School or 10th grade year High School) Scholastic, "Need" Scholarship only. I agree to provide Catholic Tuition, Tuition Scholarship or World Enterprise Endowment Fund - applicants need to apply every year for CEF and PEF.

☐ I agree to allow my child/children's activity to conduct this application as well as the high school they attend following my child's qualifications to provide information on evaluation, academic performance, and information regarding awards received/other achievement, for my consent for TTEF with assurance that the information remains confidential.

☐ I promise to pay my child/children's school tuition in a timely and responsible manner. I promise to ensure at least 80% daily attendance of my child/children attending the scholarship.

I acknowledge that by selecting "AGREE" below, I agree to the Today and 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, audio images and/or audio recordings that contain my child's name, likeness and/or image for use in all media, electronic or otherwise, in connection with publications, advertisements, and/or other uses of these entities, provided that such content shall not be given or otherwise distributed to any other person or entity without my consent. I understand that I agree to authorize the content with the name of the child and the name of the parent, school, or ministry with which this child is enrolled. I reserve my right to request to remove any content from the website, including content that I understand or anticipate would be used in a way that is not in the best interest of my child. I understand that the content of my child's content is confidential.

☐ I certify by checking the box (electronic signature) that all financial information provided to the school and in the TTEF through this application 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 loss of the scholarship. My signature also confirms that I have read and understood the eligibility requirements for the program listed. I understand that all of the above conditions must be met by the child/children to be eligible for the scholarship. I agree to release Today and Tomorrow Educational Foundation (TTEF) from any liability to the extent to provide these conditions and allow an intervention provided through the scholarship application and allowing that I agree to be bound by TTEF and its policies, including the Roman Catholic Foundation of Eastern Missouri (RCF) and the Catholic Education Office (CEO).

If you have completed the actions above, please click "Agree" and read the instructions on the next page that will explain how to submit any Additional Required Documentation, including the High School short answer sheet and/or application, and/or other required documents.

## 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 of February 26<sup>th</sup>, 2021 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 26<sup>th</sup>, 2021.** Students currently receiving a Beyond Sunday Fellows scholarship are not required to submit responses or references for requalification.

**TTEF - FAMILY ACCESS**

WARNING: Revision "FinalDatabase" Currently Loaded via API

Step 5: Submitting Additional Required Information

Thank you for submitting your 2021-22 scholarship application to the Today and Tomorrow Educational Foundation. You will receive an automatic email immediately confirming receipt of the online application form. You may contact our office at 314-792-7777 or by email at [help@tatef.org](mailto:help@tatef.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 to 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 Archdiocese Mary Dr., St. Louis, MO 63119 or fax to 314-792-7629. This form is NOT required if you have successfully uploaded every required document.

Each student you have entered a high school application for is listed below. The student's school must respond to TWO of the following questions in 300 words or more AND submit contact information for two references to be considered for the Beyond Sunday Fellows program. Those responses must be entered directly into the application. This form will be scanned by TTEF and sent to the TTEF office by February 26th, 2021. You may return to this page with your application to review, amend, and edit responses. Due to high volume, emailed, faxed, and mailed short answer responses and edited letters 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 with no awarded based on their responses AND income eligibility of your family. To be considered income-eligible, the income (before any changes) that you have listed on your application must be supported by an income tax document filed and approved by the TTEF which has effective income according to the Beyond Sunday Fellows guidelines by February 26th, 2021. If you are unable to apply as a high school student and do not see their name listed below, please email [help@tatef.org](mailto:help@tatef.org) immediately for support.

Print Form

Print Form

Print Form

### 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.