

Overview of Scholarship Service

Congratulations for considering the EITC Program and building private education into our communities. Faith Builders Scholarship Fund is a scholarship organization in connection with the Pa. Educational Tax Credit program. We are a scholarship organization serving businesses with **Educational Tax Credit information**. We also serve the schools with **a complete scholarship program** which channels the donations made by businesses.

We have **three unique features** to our scholarship organization that are designed to:

- 1.) Clarify and expedite the **information and application process** for the businessmen.
- 2.) Simplify and integrate the **scholarship accounting** for the schools.
- 3.) Evaluate and calculate **scholarship/family financial information**.

1. Educational Tax Credit information for businesses:

Faith Builders provides tax credit consultation at no charge. We have assisted well over 100 businesses with educational tax credit information. We send EITC business packets to businesses interested in supporting schools with scholarship contributions and help businesses understand the tax credit procedures. Call Merle Herr at 814-789-2219 for assistance.

2. Scholarship accounting:

Faith Builders is a broadly networked scholarship organization, which enables us to reach schools all across Pennsylvania. We work hard to accommodate the businessman's choice of school. We have various methods to accommodate the scholarship needs of schools. See details below.

3. Scholarship/Family financial services:

Faith Builders provides financial evaluation for each family that applies for tuition assistance. Evaluation is based on five parameters: (annual income, value of assets, family size, tuition owed and the total amount of scholarship money available to the school). These five values become the basis for calculating an amount of tuition awarded to each family. The amount of tuition aid awarded is computer generated and completely objective and unbiased.

Scholarship Service Option for schools

In an attempt to streamline scholarships for schools, Faith Builders offers a variety of services to accommodate and expedite the process. Faith Builders has **four** different options, which allows schools to tailor our services to accommodate their financial landscape. Mark the desired **option boxes** on the School Application form for each of the four options.

Option 1-A or B

Under **option 1-A**, Faith Builders will direct all the available money into scholarship tuition awards.

Under **option 1-B**, Faith Builders will allow some funds to be used for any discretionary purpose of the school. The amount of discretionary funds available will be announced in the Contribution Notice. (Note the School Application and check the desired option.)

Option 2-A or B

Under **option 2-A**, Faith Builders provides a Standard scholarship service for the school. Below is a detailed explanation of our Standard scholarship service.

Under **option 2-B**, the school chooses to do their own paperwork. On the back of this page is a description of responsibilities of the school if they do their own paperwork. (Note the School Application and check the desired option.)

Option 2-A

If Faith Builders provides a **Standard** scholarship service, this service includes:

1. Mailing the school a packet of documents in preparation for next school year. (April 15)
2. Receiving applications directly from the family to eliminate a recollection process by the school. Family application may be received from July 15-Nov 1.
3. Evaluation of each family application according to annual income, family size, tuition owed and the total amount of money available to the school.
4. Calculating an amount of tuition awarded to each family by using an objective computerized formula. The amount awarded is computer generated, based on four parameters. (Adjusted Gross Annual Income, tuition, number of dependents in the family and total amount of money available to the school).
5. Customizing extra tuition awarded for families. This process is started by Faith Builders' sending the school an Award Review form listing all the families that qualify for tuition assistance and the amount awarded to each family based on the four parameters. The school administration may change these figures and award a specific amount of money to be given to specific families. The school returns the customized Award Review form to Faith Builders and we lock in the specific customized amounts and recalculate the rest of the families' awarded amounts.
6. Sending two tuition Award Payments to the school, throughout the school year.
7. Sending a Family Award Notice that details the amount awarded and a postcard representing each donor.
8. Sending the awarded families an email reminding them of supporting donors (sent Feb.) and our gratitude reminder sheet listing the donors that assisted them. Sent April 15.
9. Under **Option 2-A**, the school's four responsibilities are:
 - a. Return the School Application to Faith Builders
 - b. Distribute the Family Applications
 - c. Send Faith Builders a Withdrawal form if a student quits or transfers to another school
 - d. Notify Faith Builders of the total scholarship aid awarded to each family during the year from other scholarship sources.
10. Cost of **Option 2-A**: \$13.00 per awarded family (Note the School Application and check the desired option.)

Option 2-B

If the school provides its own scholarship paperwork, we provide for the school:

1. A school application form and a family application form (Our family application form does not need to be used if you are doing the paperwork). We accept any family application form that has the pertinent information in it.
2. Two tuition payments throughout the school year.
3. Gratitude postcards for the administration to give to each awarded family with each donor's address and logo on the postcard.

We require from the school:

1. The guidelines established by the State of Pennsylvania must be followed, including but not limited to:
 - a. The total amount awarded, as tuition assistance must equal at least 90% of the total contributed by all businesses to FBSF on behalf of the school.
 - b. No family's award from the FBSF may exceed that family's total tuition and fees less their total financial aid awarded during the year from other scholarship sources.
 - c. No family receiving an award may have income in excess of \$50,000, plus \$10,000 for each dependent child.
 - d. All awards must be determined on a need-based criteria; no academic achievement awards.
2. An objective formula must be used that awards money on need-based criteria that takes into account, family income, family size, tuition rate and the total amount of money available to the school.
3. The business postcard that we supply to you must be distributed by December. These postcards represent each business that is helping with the tuition. We ask that parents express thanks on the postcards and return the postcards directly to the donor.
4. In summary; Faith Builders Scholarship Fund must receive an information packet prior to any payments being made, this packet must include:
 - a. A spreadsheet listing:
 - i. The total tuition and fees owed to the school by each family requesting assistance from FB.
 - ii. The total scholarship awarded to each family during the year from Faith Builders.
 - iii. The total scholarship aid awarded to each family during the year from other scholarship sources.
 - iv. The Pennsylvania county of residence for each participating family.
 - b. A copy of each family's application.
 - c. A copy of each family's previous year 1040 Federal Tax Return.
6. Cost of **option 2-C**: \$0.00. There is no charge, if you do your own paperwork and supply us with all required info. (Note the School Application and check the desired option.)

Option 3-A or B

Under **option 3-A**, Faith Builders will plan to funnel the funds received from donors prior to November 1 toward tuition assistance **in the current school year**. This method assumes that the Family Application process happens between September 1 and November 1, and provides tuition assistance for the current school year. This option gets the available monies to the school more quickly but doesn't allow for parents to know how much tuition assistance is available prior to the beginning of school. Under this option, The school receives the first cash distribution in December and the family is notified by December 1 of the amount of tuition assistance for the current school year.

Under **option 3-B**, Faith Builders will plan to funnel the funds received from donors prior to May 1 toward tuition assistance in the up coming school year. This method assumes that the Family Application process happens between May 1 and July 1, just prior to the beginning of a school year. This option enables families to know the amount of tuition assistance available before school begins and to plan financially for school tuition expenses. Under this option, The school receives the first cash distribution in September and the family is notified by August 1 of the amount of tuition assistance for the upcoming school year. This is important if families are basing their decision to enroll on the amount of tuition assistance offered at your school. (Note the School Application and check the desired option.)

Option 4-A or B

Under option 4-A, a school can choose it's own Annual Household Income cap less than the limits set by the State. This option allows schools to choose lower Annual Household Income amounts in order to keep scholarship funds available to lower income families. For example: A school could choose an income cap of \$ 38,000 plus \$6,000 for each dependent. (Note the School Application and check the desired option.)

Under **option 4-B**, a school can choose the highest allowable Annual Household Income established by the Commonwealth of PA State to be eligible for a scholarship. The amount of annual household income (including income from all persons living in the household and any child support or alimony) must not exceed \$50,000 plus \$10,000 for each dependent. (Note the School Application and check the desired option.)