

Responsibilities of All Parties Involved with The Children's Scholarship Fund of Pennsylvania

During the past few years, we have had schools contact The Children's Scholarship Fund when issues arise regarding a family who may or may not be receiving a scholarship. We want to do everything we can to provide each family and school with the best service possible. Each party, The Children's Scholarship Fund, families, and school administrators, all have responsibilities that must be completed in order for the scholarship program to run smoothly. When one or more of the parties do not follow through with their responsibilities the other parties are unable to complete the process with the expected results.

The Children's Scholarship Fund would like to outline the responsibilities of each party to avoid any misunderstandings in the future.

School's Responsibilities:

- The school must provide a tuition statement, which should include all fees, to each family every school year in order for a family to apply to CSF.
- Verify that a family has applied to CSF and FACTS including submitting all required information. (CSF sends out a postcard to each family when the application is received and a family is eligible for a scholarship) *Schools should consider requesting a copy of this postcard from the family to confirm that a family has applied and completed the application process correctly.*
- Verify that the family is receiving a scholarship. (CSF sends forms to the schools at a minimum of 2 times each year.) Please review the form to make sure no family has been missed and the tuition amounts are correct.
- Verify that each student is currently attending the school.
- Inform CSF if a student no longer attends the school in the first 4 months of the school year.
- The school administration is responsible for verifying the amount of tuition being requested by each family/student. When a school official signs the Verification Form from CSF you are stating on behalf of the school that the amount of tuition and the amount of scholarship monies being requested by each student are correct. At no time will the amount of money being requested exceed the total of tuition and fees.

The school administration may consider assisting families that apply to The Children's Scholarship Fund.

Family Responsibilities Listed on Reverse Side →

Family Responsibilities:

- Each Family must apply to both FACTS and CSF before the deadlines.
- Families must submit all the required documents to FACTS and CSF in order to be considered for scholarships.
- Each family must pay the required fees before being considered for scholarships.
- Each family must notify and provide your school with proof when they have applied to both FACTS and CSF. (The Children's Scholarship Fund will send each family a postcard stating that your application has been received.)

Any family that has not completed the application process in full by the deadline set by CSF risks losing their chance of receiving a scholarship for the current year.

*The Children's Scholarship Fund will contact a family 2 times to obtain missing information. After the second contact, CSF will not be responsible for any further contact with a family and the family's application will be returned.

A Family whose check has been returned to CSF for NSF will have to pay all bank fees and application fees before having your application for scholarship processed.

A Family can ONLY apply for the portion of tuition that they are responsible for in the current school year. A family must subtract any other grant, aid or scholarship monies they receive from the total amount of tuition for their child.

The Children's Scholarship Fund will be available to assist families and school administrators if needed.

An Education is the Greatest Gift That One Can Give A Child

The Children's Scholarship Fund of Pennsylvania
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