



# **Christian Scholarship Foundation**

Formerly the Prescott Christian School Scholarship Foundation

Serving the Prescott Metro Area

## **PRESCOTT CHRISTIAN SCHOOL SCHOLARSHIP FOUNDATION**

**dba**

## **CHRISTIAN SCHOLARSHIP FOUNDATION (CSF)**

## **POLICY AND PROCEDURES**

# CHRISTIAN SCHOLARSHIP FOUNDATION (CSF)

## I: CONFIDENTIALITY AND PRIVACY

1. **Christian Scholarship Foundation (CSF)** will not distribute information received in the scholarship applications package. All information will be held as confidential information for the Board of Directors only, except as required by law.
2. Confidential information is defined by the Board of directors as information including student's/parent's name, address, telephone number, social security number, grades, family income, Arizona State Income Tax information and/or Federal Income Tax information.
3. Only groups of family income and qualifying students may be released to donors anonymously for accountability purposes. In no event will an individual's personal information be released except as authorized by the State of Arizona or Federal law.
4. Disposing of confidential information: All scholarship applications and accompanying documents will be held for a minimum of two years. After that time they will be disposed of via a professional shredding service. The Board of directors will determine what year confidential documents will be shredded; documents will be shredded by the end of that fiscal year.

# CHRISTIAN SCHOLARSHIP FOUNDATION (CSF)

## II. DISTRIBUTION OF SCHOLARSHIP FUNDS

1. **Christian Scholarship Foundation (CSF)** is required by law to distribute annually, no less than ninety percent (90%) of CSF's annual revenue.
2. Funds distributed in the form of scholarships may be collected through taxpayer tax credits, corporate matching funds, interest, and donor's outright gifts.
3. The exact amount for scholarships is determined by the amount of tax credit funds CSF received the previous year and the number of applicant requests. Different scholarship schedules may be used for two-parent families and single-parent families.
4. CSF requests a refund from the school if the student receives other funding that would provide more than 100% of a student's full tuition.
5. Dependent children are eligible for a full scholarship, with appropriate supporting documentation, when one of their parents/guardians falls within one of the following situations:
  - a. Is on active duty with the United States military.
  - b. Has any permanent injury resulting from their United State military service that affects their ability to work.
6. The State of Arizona authorizes individuals to recommend a student to receive their tax credit towards their scholarship. Tax payers cannot designate their own child as the recipient of their tax credit. CSF accepts tax credit recommendations to specific students but reserves the right to make the final decision as to the use of all funds received.
7. CSF will not partner with another STO, or act in a way that could be considered collusion, to circumvent any portion of the Private School Tuition Organizations' statutes.
8. Under current Arizona law allowing Private School Tax Credit to be received through April 15<sup>th</sup> and still receive credit for the prior year:
  - a. Funds received on or before April 15<sup>th</sup> are available for scholarships beginning with the fall semester of the same calendar year as received.
  - b. Funds received after April 15<sup>th</sup> are available for scholarships beginning with the fall semester of the next calendar year.
  - c. Examples:
    - Funds received April 1, 2012 would be available for 2012 fall semester.
    - Funds received May 1, 2012 would be available for 2013 fall semester.

9. When the total amount of funds recommended for a student exceeds that school year's tuition, the remaining recommended funds will be retained in the CSF general account and distributed to other qualifying students.
10. Scholarship(s) awarded will be paid directly to the school on or before August 1<sup>st</sup> of each school year for students who have qualified prior to that date. Applications received after August 1st will be processed within one month of received date.
11. When a student leaves a school for any reason, any scholarships awarded to the school on behalf of the student, will be returned to CSF on a pro-rated basis.
12. All decisions regarding the awarding and/or the amount awarded for a scholarship are at the discretion of the CSF Board of Directors. Exceptions to this policy may be approved by a majority vote of the CSF Board.

# CHRISTIAN SCHOLARSHIP FOUNDATION (CSF)

## III. SCHOLARSHIP APPLICATION PROCESS

1. Application forms will be distributed through the Christian schools.
  - a. Application forms will be completed and signed by the parent(s)/guardian(s) on behalf of the student/family applying for financial assistance.
  - b. One State Required Financial Information Form per household regardless of number of student applications.
  - c. A copy of page one (1) of the family's previous year's Federal Income Tax Return is to be attached to the scholarship application form.
  - d. Any additional documentation the applicant believes to be appropriate for consideration during the review process may also be attached.
2. Completed applications are to be reviewed by the school administrator. NOTE: Other schools have applications went to the scholarship committee with no involvement from the schools.
  - a. The school administrator will complete and sign one "CSF Application Participating School Commitment" form per school year and forward it with the first applications to CSF, prior to the designated deadline.
3. Scholarship applications received after the deadline will be subject to CSF Board review and availability of funds.

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## IV. CONDITIONS OF ELIGIBILITY

1. The student and parent(s) or legal guardian(s) must be residents of the state of Arizona.
2. Household size includes parent(s)/guardian(s), all children under the age of 19, family members who live with the family and for whom the parent(s)/guardian(s) is financially responsible.
3. To qualify, the student must be attending Christian schools partnering with CSF and conform to the CSF guidelines.
4. The student must be at a grade level of kindergarten through 12<sup>th</sup> grade inclusive.
5. The student must maintain a minimum of 90% attendance rate (unless excused by the administrator) and maintain at least a "C" grade average.
6. The family must remain current on their portion of the tuition responsibility and fee payments unless excused by the administrator.
7. The family's total household income may not exceed the applicable maximum income as defined by CSF's approved Household Income Chart/Scholarship Grant Guideline.
  - a. An exception to this policy may be allowed when the Foundation must satisfy the State of Arizona mandate for disbursement of at least 90% of tax credit contributions collected by December 31 of applicable year.
8. The family of a student receiving funds recommended toward that student's scholarship must satisfy items 1-7 above. In addition the parents must submit a letter describing any financial or hardship reason why their child should receive a scholarship. The school administration must also submit a letter explaining how this student will benefit from this educational experience.
9. Total household income is defined as total gross income for everyone within the household that is available to support the child. i.e., earnings from work, net income from self-owned businesses, unemployment or worker's compensation, welfare/child support, alimony, pensions, retirement, social security, veteran's benefits, disability income, rental income, annuities, royalties, interest, dividend, trusts, estates, investments

# CHRISTIAN SCHOLARSHIP FOUNDATION (CSF)

## V. SCHOLARSHIP CALCULATION PROCESS

1. The State of Arizona mandates a School Tuition Organization (STO) such as **CSF** must allocate at least ninety percent (90%) of its annual revenues to student scholarships or grants.
2. **CSF** annually calculates the percentage of scholarship awarded to any one student based upon the annual revenues received by **CSF** and the projected number of student applications from qualifying schools.
3. **CSF** uses the United States Department of Health Services Poverty Guidelines as a reference for our guidelines.
4. Families are grouped in two ways:
  1. Single parent as head of household
  2. Two parent family household

Guardian and/or Grandparents as head of household qualify as defined above.

5. **CSF** requires declaration of the parent(s) combined prior year's gross income as filed with the Internal Department of Revenue plus any additional income such as Social Security benefits, public assistance and/or child support.
6. It is the policy of **CSF** not to fully fund the tuition amount for any applicant. Extenuating circumstances will be considered on an individual basis at the request of the parent and/or school administrator.

# **CHRISTIAN SCHOLARSHIP FOUNDATION (CSF)**

## **POLICY AND PROCEDURES**

ADOPTED AND APPROVED BY THE BOARD:

DATE: \_\_\_\_\_

OFFICIAL SIGNATURE:

WILLIAM T. WARREN, PRESIDENT

Prescott Christian School Scholarship Foundation dba  
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