



GUIDELINES & APPLICATION PROCEDURES
2009-2010 ACADEMIC YEAR
INDEPENDENT & ARCHDIOCESAN APPLICANTS

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY FRIDAY,
APRIL 10, 2009

ELIGIBILITY

Ellis applicants must be girls who meet ALL of the criteria below:

- Reside in Philadelphia full time.
Live in a household where one or both parents are absent or mentally or physically impaired (functionally orphaned).
Are currently or will be enrolled in grades 9 - 12 during academic year 2009-2010
Have grades of C or better in the major subjects based on the following scale:

Table with 2 columns: Grade (A-F) and Score Range (90-100 to 60-69)

PLEASE NOTE: Students who have grades below a "C" in major subjects must have a letter of recommendation from an academic officer from the school asking for an exception to be made for consideration. This however does not guarantee acceptance.

- Have a gross family income (before taxes) which does not exceed the amounts listed below. Family income includes wages, salaries, Department of Public Assistance (DPA) payments, Social Security payments, pensions, child support, etc. earned by the student and other family members living at home and the contribution of family members not living with the student.

Table with 2 columns: FAMILY SIZE (INCLUDES STUDENT) and MAXIMUM INCOME (GROSS ANNUAL). Includes a note: \$6,660 FOR EACH ADDITIONAL PERSON

*All information in the application must be consistent (ex. all addresses must be consistent, parent/guardian must be the same on all paperwork etc.). Inconsistent information will result in the application being denied. If you have any inconsistencies, please include a letter of explanation and your application will be reviewed by committee.*

## **APPLICATION PROCEDURE**

Applications are available at schools and on our web site ([www.wwscholars.org](http://www.wwscholars.org)). **Do not use an application from a previous year.**

• **DEADLINE:** Applications must be postmarked or received by **FRIDAY, APRIL 10, 2009 FOR DIOCESAN AND INDEPENDENT** school students. **NO EXCEPTIONS.** *Students must apply to renew grants each year.*

• **Archdiocesan applicants** received \$2,100 for the 2008-2009 academic year. Not all eligible diocesan applicants were funded last year due to the number of applications received. Funding is prioritized for renewal applicants and upperclassmen. **The amount of the award is subject to change.**

• **Independent school applicants** received up to \$7,000 for the 2008-2009 academic year. Independent schools must be accredited by **Middle States** (<http://www.css-msa.org/schooldirectories/pa.html>), **PAPAS** ([http://www.pais-papas.org/papas\\_index.html](http://www.pais-papas.org/papas_index.html)), or **ACSI**, The Regional Board of the Seventh day Adventist Church (<http://www.nadeducation.adventist.org/facilities/states/pa.html>). Not all eligible independent school applicants were funded last year due to the number of applications received. **The amount of the award is subject to change.**

### **Application Checklist:**

- I have included a copy of my most recent grades but no less than two complete quarters. It is an official copy listing my parent/guardian and current address.
- I have included proof of family income.
- I have completed a personal statement.**
- My parent/guardian and I have signed the application.
- An official from my school has signed the application.

A **postcard** will be sent to acknowledge the receipt of all complete applications within 14 business days. Please keep this post card for your records. If you do not receive a postcard or a request for more information then your application was not received.

**IF YOUR APPLICATION IS INCOMPLETE AND YOU ARE SENT AN ADDITIONAL REQUEST FOR INFORMATION, YOU MUST RESPOND IMMEDIATELY. INCOMPLETE APPLICATIONS WILL BE DENIED.**

*Award and denial letters will be mailed to the student's home by the end of May.*

**The Charles Ellis Trust and White-Williams Scholars are not-for-profit private entities not affiliated with any religious organization or public entity and do not discriminate on the basis of race, ethnicity, or religion.**

**CHARLES ELLIS TRUST FOR GIRLS**  
**C/O WHITE-WILLIAMS SCHOLARS**  
215 SOUTH BROAD STREET, 10<sup>th</sup> FLOOR, PHILADELPHIA, PA 19107  
(215) 735-4480

[www.wwscholars.org/ellis](http://www.wwscholars.org/ellis)

**Questions? Email: Terri Champion, Grants Manager @ [ellistrust@wwscholars.org](mailto:ellistrust@wwscholars.org)**



**FREE APPLICATION FOR HIGH SCHOOL TUITION ASSISTANCE**

**For Academic Year: 2009-2010**

**ALL INCOME VERIFICATION and GRADES MUST BE INCLUDED WITH THE APPLICATION**

**ALL APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY FRIDAY, APRIL 10, 2009**

**Applicant Information** (The applicant is the student. One student per application.)

Name: \_\_\_\_\_ Year of H.S. Graduation: \_\_\_\_\_  
                     First                    Middle                    Last

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

High School: \_\_\_\_\_  
If you are in the process of applying to several schools, please list all.

Home#: (\_\_\_\_) \_\_\_\_\_ Cell#: (\_\_\_\_) \_\_\_\_\_

Social Security #: \_\_\_\_\_ Race (optional): \_\_\_\_\_

**FOR OFFICE USE ONLY**

<b>DATE RECEIVED</b>	<b>COMPLETE</b> _____	<b>POSTCARD</b> _____
NEW/RENEWAL\$ _____	<b>GRADES</b> _____	<b>LETTER</b> _____
INCOME _____ # _____	<b>INCOME VERIFICATION</b>	
	2008 1040TAXES _____	WORKER'S COMP _____
GUARDIAN      FOSTER	SCHEDULES _____	DPA _____
AWARD _____	CHILD SUPP _____	ALIMONY _____
INITIALS _____ LETTER _____	SSI/SSD _____	
DENY _____	UNEMPL _____	OTHER _____

**Please mail to:**  
**Terri Champion, Ellis Trust Grant Manager**  
**Charles E. Ellis Trust c/o White-Williams Scholars**  
**215 S. Broad Street, 10th Floor**  
**Phila., PA 19107**

**FAMILY FINANCIAL INFORMATION  
(INCLUDES ALL CONTRIBUTING ADULTS and DEPENDENTS)**

<b>Members of Household:</b>	<b>Relationship to Applicant:</b>	<b>Occupation or school and grade:</b>	<b>Age:</b>	<b>Gross Yearly Income:</b>
<b>1.(Applicant's Name)</b>	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXX			
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				
<b>6.</b>				
<b>7.</b>				
<b>Dependents not living at home: must appear on taxes to be counted</b>				
<b>1.</b>				
<b>2.</b>				

**PARENT/GUARDIAN INFORMATION**

Marital Status (Check One)  Married  Single or Widowed  Legally Separated or Divorced  
(Please provide verification if separated or divorced.)

Check:  Mother  Stepmother  Guardian  Other: \_\_\_\_\_

NAME \_\_\_\_\_

Check:  Father  Stepfather  Guardian  Other: \_\_\_\_\_

NAME \_\_\_\_\_

**FINANCIAL INFORMATION**  
**ALL APPLICANTS MUST FILL OUT THIS SECTION.**

\_\_\_\_\_ **I have filed a 2008 tax form with the IRS. I have attached** a signed copy of my completed United States 1040 tax return, all schedules and W 2's. (Do not send Pennsylvania tax forms.)

*Please note: **If the applicant does not appear as a dependent on the tax form, the application will be denied. If a complete 2007 tax form does not accompany the application, the application will not be reviewed.***

\_\_\_\_\_ **I do not file taxes. I have listed the sources of income, amounts and I have included proof for each source.**

Please summarize ALL of the sources of your income below.

**Included in this section are income sources which may not appear on your taxes.**

<b>Income and Benefits</b>	<b>Gross Yearly Totals</b>
Social Security/Disability	
Child Support received for all children	
Welfare Benefits (Food Stamps & Cash)	
Worker's Compensation and/or Disability	
Father's/Guardian's Wages	
Mother's/Guardian's Wages	
Interest/Dividend Income	
Business Income	
Unemployment Compensation	
Cash, Savings, & Account Balances (over \$500)	
Investments (Stocks, Bonds, Real Estate, etc.)	
Value of Real Estate Other than Home	
Other	

**\*\*If your income has changed from the 2008 tax year or if you have any unusual expenses or circumstances, please explain on a separate sheet of paper.**

**I certify that all the information and supporting documentation is true and complete to the best of my knowledge. I understand that if I have knowingly withheld or falsified information the grant may be rescinded. I understand that if the required documentation is missing, this application will not be processed even if it was received before the deadline. I certify that I am responsible for paying all unpaid tuition owed for the named student.**

**I give my permission for the school(s) named in this application to release and/or discuss grade reports and financial information with the Ellis Trust. All information will remain confidential.**

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

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Signature of Applicant (required)

\_\_\_\_\_  
**REQUIRED:** Signature of School Official and Title

\_\_\_\_\_  
Telephone # or email

**\*\*\*Unsigned, undated and incomplete applications will not be processed\*\*\***

PLEASE NOTE: Students who have **grades below a “C” in major subjects** must have a letter of recommendation from an academic officer from the school asking for an exception to be made for consideration. **This however does not guarantee acceptance.** A committee will review all applications with letters of recommendations for grades. **Applications submitted with low grades without an explanation of performance will be denied. Grade reports must list the guardian/parent’s name and address; this must agree with the student’s address and the proof of income submitted.**

**Checklist:**

- I have included a copy of my most recent grades but no less than two complete quarters. It is an official copy listing my parent/guardian and current address.
- I have included proof of ALL SOURCES of my family income.
- My parent/guardian and I have signed the application.
- An official from my school has signed the application.

A **postcard** will be sent to acknowledge the receipt of all complete applications within 14 business days. Please keep this post card for your records. If you do not receive a postcard or a request for more information then your application was not received.

**Award and denial letters will be mailed to the student’s home by the end of  
May 2009**

