

## Checklist AY 2023-2024

Applicant's Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_  
LAST FIRST MIDDLE

School Year Applying For: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**IMPORTANT: PLEASE BE SURE ALL ITEMS ON THIS CHECKLIST ARE COMPLETED BEFORE SUBMITTING YOUR APPLICATION**

Requirements	Submitted
1. Scholarship and Financial Aid Application Forms	
2. Letter of Intent written by applicant stating the type of scholarship applied for and the rationale behind the Scholarship application OR the rationale behind the request for Financial Aid.	
3. Recommendation Letters and/or Portfolio of Achievements  a. Recommendation Letter from an authority related to the type of scholarship or award applied for. (e.g. academic adviser, athletic coach, creative mentor, community service coordinator, etc.)  b. Portfolio of Achievements (e.g. sample work, photocopies of awards and honors)	
4. Copy of Income Tax Return of both parents or legal guardian for the past two (2) years showing all sources of income.	
5. Current certificate of employment stating:  a. Designation or position in the company b. Annual salary	
6. Completed Financial Data Form ( <i>for Financial Aid Awards only</i> )	
7. Financial obligations showing monthly payments on loans, mortgages and other debts; including other educational payments for other children. ( <i>for Financial Aid Awards only</i> )	

**CONTACT INFORMATION:**

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Monday to Friday from 8:00 am to 3:00pm