



1301 Clay Street, No. 70450 • Oakland, CA 94612 • Phone (415) 986-5650 • FAX (415) 986-5358

***Checklist:***

- Form A: **The BASIC Fund** 2018 Application has been filled out completely.
- Form A is signed at the bottom.
- Household Financial Documentation, including copies of any supporting documents is complete.
- Form B: Registration Agreement & Release Form has been filled out completely.
- Form B is signed at the bottom.
- Form A, Form B and Financial Documentation are included in envelope/fax.
- The mailing address is correct on envelope, **The BASIC Fund c/o St. Elizabeth Seton School**, 1095 Channing Avenue, Palo Alto, CA 94301 or fax number is correct, (650) 326-2949.  
\*If faxing we suggest you call to verify that your fax was received.

***Reminder:***

**You must submit a complete 2018 Application (Form A), Registration Agreement & Release Form (Form B) and valid Financial Documentation (with any supporting document(s)). If any part of this is incomplete The BASIC Fund will return your application in its entirety. The BASIC Fund does not keep copies of your incomplete application and/or documents.**

If you have any questions or concerns please call The BASIC Fund at (415) 986-5650.



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**FORM B: 2018-2019 School Year Registration Agreement & Release Form**

**FORM MUST BE FILLED OUT COMPLETELY**

Parent's / Guardian's Name: \_\_\_\_\_

Student(s) Name (from Form A): \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Family Ethnicity: \_\_\_\_\_ Religion: \_\_\_\_\_

Is/Are student(s) part of the Foster Care System:  Yes  No Preferred Language (for correspondence): \_\_\_\_\_

If I accept a **BASIC Fund** scholarship and enroll my child(ren) in a private school that accepts **The BASIC Fund**,

- I understand that the children listed on this application must meet all school academic and admissions requirements, and that **The BASIC Fund** scholarship is separate from the private school admissions process.
- I understand I must remain current with my tuition & fee payments to the school(s) where my child(ren) attend. If I do not remain current, I understand **The BASIC Fund** will not be able to continue payments on my family's scholarship, even if we transfer one or more children to another private school.
- I understand that **The BASIC Fund** reserves the right to cancel any scholarship if I provide incomplete or fraudulent information and that I am required to adhere to all stated deadlines.
- I promise to keep current on my portion of the school's tuition & fees and abide by all of the school's rules & regulations.
- I understand **The BASIC Fund** only pays for the time the student attends the school.
- I understand that **The BASIC Fund** can provide a scholarship **up to \$2,000 annually** to a school of my choice through 8<sup>th</sup> grade as long as my child remains eligible.
- **I understand that I am required to pay the remaining tuition balance which will be at least \$500 for each school year but may be more.**

As the parent/guardian of a **BASIC Fund** Scholarship recipient, I understand **The BASIC Fund** values parental support of a child's learning activities. They do not expect parents to become teachers. Rather, they hope that parents will provide opportunities for learning and support their child in this process. I recognize the impact that parents have on a child's academic success. I understand that parents play a critical role in supporting their child's learning process. Therefore, I commit to the following activities over the next school year:

- I will talk with my child regularly in a supportive manner about schoolwork. I will try to stimulate curiosity and encourage my child to learn new things.
- I will communicate with my child's teacher on a regular basis regarding my child's progress in school.
- I will participate in parent – oriented programs at school during the year including parent-teacher conferences.
- I will demonstrate patience with my child during learning activities and encourage perseverance in studies.

I hereby release and indemnify **The BASIC Fund** from any and all claims and liabilities arising from my child's participation in this program. I understand and agree that **The BASIC Fund** may request any information relevant to this registration from an outside source, including another program or institution. If my child is enrolled in a school and receives a scholarship, I hereby permit **The BASIC Fund** to obtain, from my child(ren)'s current school as well as any schools my child(ren) may attend in the future, school records, including grades and the results of any standardized tests, and to use my child's name and picture in its brochures and other materials. I also give permission for the school to provide **The BASIC Fund** all required documentation as part of my application and renewal process. I hereby release and indemnify any school providing requested information to **The BASIC Fund** on my behalf, of and from any liability to me arising from or related to the provision of requested reports, materials or information. I understand that if awarded and I accept this scholarship from **The BASIC Fund** I will not also receive funding from Guardsmen, FACE or Youth SF. I understand that **The BASIC Fund** scholarship will be renewable, provided that I continue to meet the participation requirements, until my child graduates 8th grade.

I agree to all terms of this Registration Agreement & Release Form. **I understand that The BASIC Fund reserves the right to cancel any grant if I do not return this Registration Agreement & Release Form.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Form A: The BASIC Fund Application Form

**2018 Application DEADLINE: March 16, 2018**

Do not leave any fields blank

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Legal Guardian's Name: \_\_\_\_\_

• Relationship to student(s): \_\_\_\_\_

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

City: \_\_\_\_\_, CA Zip Code: \_\_\_\_\_

Main Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

(Print clearly)

# of Adults: \_\_\_\_\_ # of Children: \_\_\_\_\_ \*Household Size: \_\_\_\_\_

Annual Income \_\_\_\_\_ Marital Status (required) \_\_\_\_\_

\*Household size includes you and all other family members living at your address for which you claim financial responsibility. We need proof of residence & financial information for all household members not included in financial documentation. Document must state name & address, i.e., ID, driver's license, bill, doctor's appt notification, etc.

### Current Siblings Receiving BASIC Fund

Renewing Sibling Name: \_\_\_\_\_

Renewing Sibling Name: \_\_\_\_\_

**Attach all of the following current financial documents that apply to you (required):**

- 2017 1040 Federal Tax Return (Previous years not accepted)
- CalWORKs & Food Stamps (current), IRT will not be accepted.
- Unemployment / Disability Benefits (current)
- Social Security Benefits (current)
- Retirement Benefits (current)
- Worker's Compensation (current)
- Foster Care Benefits (current)

**\*Current documents must not be older than 3 months**

**Note:** *The BASIC Fund will request additional information when necessary. W-2 Forms, 1099 Forms, and/or pay stubs will NOT be accepted as primary financial documentation. Only as supporting documents. If you have Financial Documentation other than what is listed above call The BASIC Fund at (415) 986-5650 regarding your documents.*

## New BASIC Fund Applicants

List Applicants who will attend a Private School, K-8<sup>th</sup> grade  
Do not leave any fields blank

1. Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  Female  Male

School child attended the 2017-2018 School Year (required):  
\_\_\_\_\_

Private school child will attend in 2018-2019 School Year  
(if known):  
\_\_\_\_\_

Grade in 2018-2019 School Year (required): \_\_\_\_\_

2. Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  Female  Male

School child attended the 2017-2018 School Year (required):  
\_\_\_\_\_

Private school child will attend in 2018-2019 School Year  
(if known):  
\_\_\_\_\_

Grade in 2018-2019 School Year (required): \_\_\_\_\_

3. Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  Female  Male

School child attended the 2017-2018 School Year (required):  
\_\_\_\_\_

Private school child will attend in 2018-2019 School Year  
(if known):  
\_\_\_\_\_

Grade in 2018-2019 School Year (required): \_\_\_\_\_

**\* Add A Separate Sheet For Additional Applicants**

- I certify that at least one child listed on this application is entering K through 8<sup>th</sup> grade in private school for the first time in the Fall of 2018.
- I certify that our family is financially eligible, have submitted all required financial documents for all adults in the household (including anyone else financially responsible for the applicant) and proof of all family members living in the household.
- I understand that **The BASIC Fund** can provide a scholarship **up to \$2,000 annually** to a school of my choice through 8<sup>th</sup> grade as long as my child remains eligible.
- I am aware that for consideration I must submit a completely filled out Application (Form A), Registration Form (Form B) and valid Financial Documentation (and any supporting document(s)). **If any part of this is incomplete The BASIC Fund will return my application in its entirety.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

# the **BASIC** fund

Giving Parents a Choice • Giving Children a Chance

The BASIC Fund is a privately funded program dedicated to broadening the educational opportunities for children by helping low-income families afford the cost of tuition at private schools.

Currently, **The BASIC Fund** supports 3,500 students in 255 schools throughout Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma Counties.

**This program is intended as a “Helping Hand” for children enrolling into a private school for the first time. The BASIC Fund forms a partnership with parents in the education of their children and expects parents to be actively involved with the schools and their children.**

In the fall of 2018, **The BASIC Fund** will provide scholarships to students entering kindergarten through the eighth grade. Scholarships are awarded on a first-come, first-served basis until the deadline of **March 16, 2018**. Complete applications submitted after March 16th will be put on a waitlist, and will be awarded periodically through the summer of 2018 if funds become available.

The number of new scholarships we provide is based solely on the funding we receive for the 2018 Program. Scholarships amounts are based on household size and income.

## How Do BASIC Fund Scholarships Work?

Completed applications including eligible financial documentation will be awarded first-come, first-served until the deadline of March 16<sup>th</sup>. Complete applications submitted after March 16<sup>th</sup> will be put on a waitlist, and will be awarded periodically through the summer of 2018 if funds become available. The earlier your application and financial documents are received, the better chance of receiving a scholarship. The scholarship will be renewable through 8<sup>th</sup> grade provided:

1. Your child is in grades K – 8<sup>th</sup> and gains admission to an eligible school.
2. Your family remains financially eligible.
3. Your family keeps up with its portion of the tuition and fee payments to the school.
4. You pay the remaining tuition balance which will be at least \$500 for each school year but may be more.

**The BASIC Fund** scholarships are based on household size and income. Scholarships usually cover 25%, 50%, or 75% of your portion of the school’s tuition, up to \$2,000 per year.

### **SCHOLARSHIPS ARE UP TO A MAXIMUM OF \$2,000 ANNUALLY PER STUDENT.**

Once we receive confirmation that your child is enrolled at the school, **The BASIC Fund** will pay the school directly on your family’s behalf. We will make our payment in two installments: half in November 2018, and the balance in March 2019.

*Should a student accept a **BASIC Fund** Scholarship, the student cannot also receive tuition assistance from Guardsmen, FACE or Youth SF. School-based Financial Aid is acceptable.*

## Do I Qualify?

You qualify for a scholarship if you meet ALL of the following requirements:

1. Your child will be entering K-8<sup>th</sup> grade and into a registered private school in Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano or Sonoma Counties in the Fall of 2018.
2. At least one child is attending private school for the first time in the fall of 2018.
3. Your child meets all academic and other admissions requirements of that school.
4. Your family meets the income eligibility guidelines outlined below:

Household Size	Maximum Annual Household Income		
	25% of Tuition*	50% of Tuition*	75% of Tuition*
2	\$38,103	\$27,849	\$18,065
3	\$47,896	\$33,901	\$21,110
4	\$57,600	\$40,456	\$24,155
5	\$67,304	\$47,010	\$27,200
6	\$77,008	\$53,564	\$30,245

*For information for family of 7 and above please call us*

**Household Size** includes you and all other family members living at your address for which you claim financial responsibility. **Household Income** includes the total gross income of all household members and anyone else financially responsible for the applicant.

\*Tuition: Family portion after any financial aid applied.

## How Do I Apply?

**Step 1** Refer to the chart to see if your family qualifies financially.

**Step 2** Complete the Application and Registration Form (Forms A & B). Along with your completed forms send a copy of your financial documentation. Acceptable financial documentation is listed on the application Form A. If any part of this is incomplete, The BASIC Fund will return your application in its entirety. The BASIC Fund does not keep copies of incomplete applications.

**Step 3** If your family qualifies to receive a scholarship and your child is awarded, you will be notified by mail with School Commitment Form(s) to complete the process.

Send your completed application, Forms A & B, with your financial documentation to our mailing address or fax to:

**The BASIC Fund c/o St. Elizabeth Seton School**  
**1095 Channing Ave, Palo Alto, CA 94301**  
**Phone (650) 326-9004 FAX (650) 326-2949**  
[www.basicfund.org](http://www.basicfund.org)

*The BASIC Fund provides equal opportunity to all applicants without regard to race, gender, sexual orientation, religious affiliation, or national origin.*