

The Broach School's In-House Scholarship Application Process

The following three steps need to be completed to qualify to apply for an In-House Scholarship.

1. Please **fill out the form** asking for financial assistance for the balance owed after what your Step-Up or McKay scholarship pays toward tuition. what you can afford to pay per month for ten months of the balance owed based on your income and why you cannot afford the full amount owed.
For example: Based on our Traditional Track's tuition of \$8,000/yr., if Step Up or McKay pays \$5,000, then your balance owed would be \$3,000. If your budget shows that you can pay \$100/month for ten months toward the \$3,000, then you would still have a balance of \$2,000. You could then apply for an In-House Scholarship for the remaining balance. Depending on your finances you may be able to afford less or more than \$100/month.
2. Please review and/or include the following **list of financial documents**. If any of these apply to your family situation and will support your need of assistance then, please include a copy of them.
 - a. Pay Stubs for all adults in the household. Be sure to include stubs for all jobs worked for the most recent month (past 30 Days).
 - b. Unemployment or worker's compensation receipts for all adults in the household for the most recent month (past 30 Days).
 - c. Child Support Documents that show the amount actually received each month for all children in the household during the past year.
 - d. The monthly total of financial assistance received by your household. This could include money received from the State of Florida (TANF), family members, friends, etc.
 - e. Accurate Social Security numbers for all household members.
 - f. Your 2011 Tax Return.
3. Please **address the letter and mail** it and financial documents to: The Broach School, attention Kathy Foster at 772 Foxridge Center Drive, Ste 136, Orange Park, FL 32065. Or you can fax it to Ms. Foster at 904-637-0900

Our registration fee of \$150 is not subject to this scholarship and must be paid in full by the first day of school.

As a nonprofit, we are always reaching out to the community for contributions to help with scholarships. Our funds are limited and therefore, In-House Scholarships are available as long as we have funding. You have a better chance of qualifying if you are able to personally commit to paying something toward your child's education.

We never want finances to stand in the way of giving your child the best education that we can provide; therefore, we will work hard to help you if we can.