



Clara Mohammed School of St. Louis

Clara Mohammed School of St. Louis Low Income-Based Scholarship Program

Contact Person: Office Manager

Phone Number: 314-339-6267

Email Address: ClaraMohammedSTL@gmail.com

Clara Mohammed School of St. Louis is now accepting students who are eligible for Clara Mohammed School Income-Based Scholarship for the 2018-19 school year. Parents can work with Clara Mohammed School office manager to complete and submit the application.

The deadline to apply for the Clara Mohammed Scholarship Program is June 1, 2018. Because the application process can be lengthy, parents of eligible children should contact the school as soon as possible.

There is one scholarship per grade level available, which pays 50% of tuition for the 2018-19 school year for eligible students. Clara Mohammed School scholarships are worth up to \$2000 per school year (50% of tuition) for grades kg-5. Once a student receives a scholarship, he or she can continue to renew the scholarship each school year as long as they meet eligible criteria.

For more information or to find out if your student is eligible, contact the office manager of Clara Mohammed School at 314-339-6267.

Clara Mohammed School of St. Louis
1435 North Grand Blvd.
St. Louis, MO 63106
314-339-6267
ClaraMohammedSTL@gmail.com

Clara Mohammed School of St. Louis Low Income-Based Scholarship

Steps to Apply

1. **Eligibility:** Your child is eligible for Clara Mohammed School Income-Based Scholarship if they are entering the Kg-5th grade and your family is at or below 200 percent of the Federal Poverty Guidelines.

2017 Federal Guideline

Household Size	200 Percent
2	\$32,040
3	\$40,320
4	\$48,600
5	\$56,880
6	\$65,160
7	\$73,460
8	\$81,780

2. **Applying to Clara Mohammed School of St. Louis:** Complete the admission process at the CMS. Once your child is enrolled, the school can process your request. CMS has limited scholarships available, one per grade level. Parents must apply before the grade is full.
3. **Scholarship Deadline:** CMS must review all scholarship applications. After the deadline is reached the application will not be accepted for that grade level. Application period is from December 2017 to June 2018. Deadline set at June 1, 2018.
4. **Income Verification Form:** Submit the income verification form, along with your application by the deadline to the office manager of CMS.
5. **Notification:** Notification will be mailed out no later than June 30, 2018.

Income verification is one step in the scholarship application process. Your child must also be enrolled at Clara Mohammed School of St. Louis. The income verification process is important for some families to determine if they meet low income requirements of the scholarship program. If you are a new or renewal applicant of Clara Mohammed School Scholarship and you qualify for low income status, you will not have to pay full tuition above the amount of the scholarship. If you are a new or renewal applicant of Clara Mohammed School Scholarship, you must complete the income process every year to receive a scholarship award. Clara Mohammed School permits only one scholarship per family.

The office manager will not return original copies of verification to you, please submit only copies. The form and copies of income documents must be presented in person to the office manager or mailed to the address below by the deadline June 1, 2018.

Clara Mohammed School of St. Louis
Office Manager
1435 North Grand Blvd.
St. Louis, MO 63106

Student Last Name: _____ First Name: _____

Age: _____ Birthday: _____ Gender: (circle one) MALE / FEMALE Grade: _____

Race or Ethnic Background (circle one): African-American (Black) / American Indian / Hawaiian/Pacific Islander / White

Parent Last Name: _____ First Name: _____

Marital Status: _____ Last four digits of SS#: _____

Relationship to student: _____

Address: _____ Phone: _____

City/State: _____ Zip Code: _____

Email Address: _____

How many school age children in the home: _____ Household Income (annually) _____

FOR OFFICE USE ONLY

Scholarship Awarded: _____

Dollar Value: \$ _____ Percentage %: _____

School Year: _____

Board of Directors Secretary Signature: _____

CMS of St. Louis Office Manager Signature: _____

Date: _____

**Clara Mohammed School of St. Louis Low-Income Based Scholarship
2018-19 Income Verification Form**

2017 Federal Guidelines

Household size	200 percent
2	\$32,042
3	\$40,320
4	\$48,600
5	\$56,880
6	\$65,160
7	\$73,460
8	\$81,780

You must provide documentation for all sources of income in your household. Documents should represent your current income. Do not send original copies, they will not be returned.

1. If you are currently employed and have the same job you had all of last year; send your last three pay stubs or your W-2s.
2. If you are self-employed; send a copy of your 2017 income tax form, including Schedule C (the Profit and Loss statement).
3. If you receive other income sources (e.g. Food stamps, child support, unemployment, Social Security, Welfare, etc.). Send copies of official documentation that shows how much you receive from each one.

List each person that has earned income. If someone has more than one source of income, use multiple lines.

First and last name	Name of employer or income source	Gross amount before taxes	How often received
EXAMPLE: Mary Smith	First Bank Child Support	\$1000 \$ 350	Bi-weekly Monthly

Signature _____ Date _____

Please copy all documents. Return this form and all income document copies to: Clara Mohammed School of St. Louis
Office Manager
1435 North Grand Blvd.
St. Louis, MO 63106

Clara Mohammed School of St. Louis Low Income Scholarship Checklist

Name _____ Date _____

To ensure your scholarship application is complete and processed in a timely manner, please make sure the following documents are included before submitting this application package.

✓ Check	Required documents
	Application
	Income verification form
	Signed parent agreement

Application package may be submitted in person to the Office Manager of Clara Mohammed School of St. Louis or mailed to:

Clara Mohammed School of St. Louis
1435 North Grand Blvd.
St. Louis, MO 63106

Clara Mohammed School of St. Louis

Low Income-Based Scholarship Parent Agreement

I _____ understand and agree to the following:
(print name of parent or guardian)

- The information provided in this application is true and correct. Any misrepresentation could result in termination of the student's enrollment at Clara Mohammed School of St. Louis.
- The information provided will be used only to administer the CMS Low Income-Based Scholarship.
- I have supplied all necessary documentation required by the school to process the application.
- I understand that I am required to pay the remaining tuition that the scholarship does not pay.
- I understand that I am required to pay all fees as prescribed by the school.
- I will sign all scholarship disbursement forms from the school in a timely manner.
- If student transfer to another school, I understand that the scholarship will not transfer with them.
- I will inform Clara Mohammed School of St. Louis of any changes in my income, student's residential address or custody status.
- I will not be able to renew the student's scholarship if any of the following apply:
 - The student's household moves to another state.
 - I fail to complete the renewal process
 - The student's household income exceeds the limits provided by the federal guidelines.

I authorize the Clara Mohammed School Office Manager to submit this application to the Clara Mohammed School of St. Louis Board of Directors on behalf of the student.

Signature of Parent or Guardian

Date _____
month/day/year

FOR SCHOOL USE ONLY

The Board of Directors is responsible for the student scholarship program and has reviewed the student application and concluded that to the best of their knowledge, it is accurate and complete. We attest that the documents verifying income and residency are on file at the school and that the student has been accepted for admission pending approval of Board of the Directors.

Based on information provided by the parent or guardian, the student is eligible. Yes No

Board of Directors Secretary Signature: _____ Date: _____

Signature of School Office Manager or Administrator: _____

