



# **Scholarship Procedures Manual**

**For Scholarship Awards for School Year 2024-2025**

**12/19/2023**



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## I. IMPORTANT DATES FOR 2024

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### 1. Mar. 1

- First time candidates (FTCs). Due date for parents/guardians to submit scholarship applications to schools for preferred handling along with financial data for calculated financial need to financial aid service (FACTS or other service).
- Renewals. Due date for parent/guardians of renewal students to submit financial data for calculated financial need to financial aid service (FACTS or other service).

2. **Mar. 22** Date for GRACE to send scholarship balances to schools for spending.

3. **Apr. 19** Due date for FTC and renewal recommendation forms to GRACE from schools.

4. **May 31** Last day of the GRACE fiscal year. All positive school balances must be cleared by this date.

5. **Sept. 1** Final date to submit scholarship recommendation forms to GRACE for school year 2024-2025.

### The primary award season (January through May)

The goal during this time period is to obligate for GRACE awards by the end of GRACE's fiscal year on May 31.

### The secondary award season (June through September 1)

The purpose of the secondary award season is to reallocate award funds recaptured as a result of declines or forfeitures of scholarship awards.

## II. VERIFIED CALCULATED FINANCIAL NEED (CFNs)

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All CFNs must be verified by tax documents submitted by the parents/guardians. The documents are specified by FACTS or other financial aid firm contracted by the school. Typically, the documents include the most recent federal income tax return and the W-2 forms for the previous year. Unverified recommendations will not be accepted and put a hold on the recommendation form (FTC, renewal, or adjustment). Coordinators should contact parents/guardians early in 2024 to encourage parents to complete FACTS information and document requirements by March 1. **The school may set a deadline earlier than March 1.** Coordinators should be vigilant on this matter and follow up with parents/guardians as necessary. If a parent/guardian did not file a tax return, the school may [Exception Form](#)

### III. REVISED: MAXIMUM AND MINIMUM BALANCES

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The GRACE board has determined the following ratios for maximum and minimum balances for the 2024 award season (as voted on at the April 20, 2021 board meeting):

- **NO CHANGE: Minimum balance** (the “must” spend amount) remains at 100% of the school’s GRACE available balance.
- **REVISED: Maximum balance** is no longer an option. A school may spend up to 100% of their available balance.

**IMPORTANT NOTE:**

*Spending more than 100% creates a deficit in the available balance. No further scholarship awards can be recommended until the available balance turns positive and has enough funds to cover the awards.*

### IV. EXCEPTION REQUEST FORM

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An Exception Request Form is required for any exception. This form is a fill-in PDF at [Exception Form](#) The form itself is one page. The second page includes instructions.

**Click here for the Scholarship Procedures Manual and all related scholarship forms [Scholarship Library](#)**

## V. IMPORTANT REMINDERS

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### Last minute application rule

It is the policy of the GRACE board of directors that once a student begins attending class, he or she is no longer a transfer student and takes on the status of current student. Consequently, awards to students subject to the public school transfer rule must be approved before the student begins attending class.

### September 1 rule

September 1 is the final day for schools to submit scholarship recommendations to GRACE Scholars. Schools may request exceptions to the rule. The *last minute application rule* also applies (see above).

Click here for the Scholarship Procedures Manual and all related scholarship forms [Scholarship Library](#)

## VI. FILLING OUT THE FORMS

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### Basic Tips on Completing Forms

- Use only current forms. All recommendation forms (FTC, renewal and adjustment) have been revised for SY 2024-2025
- Indicate Batch number on FTC and Adjustment forms.
- **Send only complete paperwork to GRACE.** Both the principal/president and the parents/guardians of candidates are required to certify that applications are accurate and complete. If information for some of the candidates is incomplete, these candidates should be excluded from FTC and Adjustment recommendations until complete information is available. You can submit new batches of additional FTC and Adjustments recommendation forms as missing information becomes available.
- **Send only the necessary documentation.** Only one form of proof of residence is needed. Extra documentation produces clutter and takes longer to review.

- ***Do not enclose printouts or reports from FACTS or financial services.*** The printouts and reports contain confidential information about students' families. The information from FACTS or other financial aid service is proprietary and should not be shared with GRACE staff.
- ***Messy paperwork slows down processing.*** Please use a new (clean) first time candidate recommendation form each time you submit a set of recommendations. It can be confusing when previously approved candidates are included on the same form with new recommendations.
- ***Scholarship recommendation forms are subject to review by auditors.*** Please prepare the forms carefully.

**Scholarship Application form** – NOTE: First Time candidates (FTCs) must be admitted to the school and CFN verified before school makes recommendation.

- **Use current form.** It is available in fill-in PDF format here [Scholarship Library](#). The PDF filled in on a computer is the preferred format. There are also Spanish and Vietnamese versions.
- The **parent/guardian** completes initials and signs the form.
- The application is incomplete without the signature of the **parent/guardian** and all required documentation.
- **School staff** are responsible for reviewing the form for accuracy and completeness.
- The application and documentation are submitted with the first time candidate recommendation form to GRACE.

### **Documents to Attach to Scholarship Applications**

- Parents/guardians certify with their initials and signatures on the application that the documents are attached and are true and correct.

- **Proof of residence (all candidates).** The address on the proof must have the same address as the student’s address on the scholarship application. Alternately, an affidavit of residence form may also be used. Acceptable proof includes (current, not expired) driver’s license, copy of utility bill, voided personal check, or [Affidavit of Residence](#)
  
- **For students grade 2 and higher**
  - Proof of previous public school attendance. Example: report card or transcript for the most recent school year. The document should clearly state the name of the school and the name of the district.
  - OR
  - Nonpublic school attendance with tuition assistance from SSO. Contact the GRACE. GRACE will contact the SSO to provide the needed documentation.
  - OR
  
- ***Home schooled.*** Acceptable proof of enrollment in a home study program in compliance with Georgia law consists of a copy of the Declaration of Intent submitted to the Georgia Department of Education for the most recent school year. *If the declaration of intent is unavailable, please contact GRACE.*
  
- ***Zoned to attend low performing public school.*** Proof is required that the school is low performing and that the student is zoned to attend the school. Please submit a copy of the low-performing public school’s CCRPI score from here [CCRPI Scores](#) and proof that the student is zoned to attend the low-performing public school. Many school districts’ websites feature a searchable database of school zones. Acceptable zoning proof is a print out from the school district’s website showing that the student’s address is located in the low-performing school’s zone. If proof is not available from the school district’s website, request a letter from the school district or the school indicating that the student’s address is located in the school’s zone.



## First Time Candidates' (FTC) Recommendation form

- Use current form. It has been revised for SY 2024-2025
- The principal/president signs by typing her or his name in the signature line on the form.
- Submit the completed form to GRACE in spreadsheet format as an email attachment. Keep a copy for your records.
- Use a new form each time you submit a batch of First Time Candidates. Enter the batch number in the box on the upper right corner of the form.
- The form is a spreadsheet. Please key-in information directly into the spreadsheet. The spreadsheet will calculate some cells for you. Do not override calculated cells. Do not hand print data.
- Do not arrange the columns as this could disturb the drop down menus.
- If needed, rows may be added to the spreadsheet. It is better not to add a row just above the total row as you may need to re-sum the column.

**Calculated Financial Need (CFN)** must be verified by tax documents submitted by the parents/guardians. The documents are specified by FACTS or other financial aid firm contracted by the school. Typically, the documents include the most recent federal income tax return and the W-2 forms for the previous year. Unverified recommendations will not be accepted and put a hold on the recommendation form (FTC, renewal, or adjustment). Coordinators should contact parents/guardians early in 2023 to motivate parents to complete FACTS information and document requirements by March 1. The school may set a deadline earlier than March 1. Coordinators should be vigilant on this matter and follow up with parents/guardians as necessary. If a parent/guardian did not file a tax return, the school may apply for an [Exception](#)

- Items to be keyed in are listed below. Use whole dollars only; no cents, please.
  - Candidate First Name

- Candidate Last Name
- Gender – drop down menu
- Race – drop down menu using NCEA categories
- Ethnicity – drop down menu using NCEA categories. If unknown, select “Not Hispanic or Latino.”
- Religious Affiliation – drop down menu. If unknown, select “Non-Catholic.”
- Student Address
- Student City
- Student Zip Code
- Parent/Guardian 1 courtesy title – drop down menu
- Parent/Guardian 1 First Name
- Parent/Guardian 1 Last Name
- Parent/Guardian 2 First and Last Name
- Parent Phone number
- Parent email
- Total number of persons in family/household (required by state law). See AGI and number of dependents page 14 QUICK REFERENCE GUIDE.
- Adjusted Gross Income (required by state law). See page 14 in QUICK REFERENCE GUIDE.
- Previous School Name and City
- Grade in SY 2024-2025
- Total years to graduation including SY 2024-2025
- Tuition Rate for SY 2024-2025

- **Calculated Financial Need (CFN)** must be verified by tax documents submitted by the parents/guardians. The documents are specified by FACTS or other financial aid firm contracted by the school. Typically, the documents include the most recent federal income tax return and the W-2 forms for the previous year. Unverified recommendations will not be accepted and put a hold on the recommendation form (FTC, renewal, or adjustment). Coordinators should contact parents/guardians early in 2024 to motivate parents to complete FACTS information and document requirements by March 1. The school may set a deadline earlier than March 1. Coordinators should be vigilant on this matter and follow up with parents/guardians as necessary. If a parent/guardian did not file a tax return, the school may apply for an [Exception](#)
- CFN verified? – drop down menu (Yes, No or DNF) DNF - (Did Not File) and then an exception must be requested with superintendent
- Recommended annual award
- Codes (if any). Examples include:
  - **EDFF See Page 17**
  - FAC-STF (for child of faculty-staff member). See below.
  - [Exception](#)
- ***Children of faculty and staff are eligible for GRACE.*** Up to 15 percent of a school's dollar awards may be made to faculty and staff. Please indicate FAC-STF in the codes column of first time candidate forms.
- Items listed below calculated by the spreadsheet. If the spreadsheet does not recalculate, press F9 to refresh.
  - 80% of tuition
  - Recommended multi-year award (row and column totals)

- Principals/presidents, by their typed signatures, certify completeness and accuracy. Only principal/president signs the form, but GRACE also needs an alternate staff contact (usually the scholarship coordinator).

## Renewal Candidates' Recommendation form

- Use current form. It has been revised for SY 2024-2025.
- Submit renewals in one batch.
- The principal/president signs by typing her or his name in the signature line on the form.
- Submit the completed form to GRACE in spreadsheet format as an email attachment. Keep a copy for your records.
- [Forfeitures](#) Do not delete students' names and accompanying information from the spreadsheet. If a student has withdrawn or will not be returning, enter zero (0) in the column for recommended annual award for SY 2024-2025 and FORFEITURE in the Code column. Please complete and send forfeiture forms to GRACE.
- The form is a spreadsheet. You must key-in information directly into the spreadsheet. The spreadsheet will calculate some cells for you. Do not override calculated cells. Do not hand print data.
- **Calculated Financial Need (CFN)** must be verified by tax documents submitted by the parents/guardians. The documents are specified by FACTS or other financial aid firm contracted by the school. Typically, the documents include the most recent federal income tax return and the W-2 forms for the previous year. Unverified recommendations will not be accepted and put a hold on the recommendation form (FTC, renewal, or adjustment). Coordinators should contact parents/guardians early in 202 to encourage parents to complete FACTS information and document requirements by March 1. The school may set a deadline earlier than March 1. Coordinators should be vigilant on this matter and follow up with parents/guardians as necessary.

If a parent/guardian did not file a tax return, the school may apply for an [Exception](#)

- Items that will be pre-populated on the form are listed below.
  - Candidate First Name
  - Candidate Last Name
  - Vendor Number
  - Number of years remaining (including SY 2024-2025)
  - Annual Award SY 2023-2024
- Items for manual entry. Whole dollars only; no cents, please.
  - Adjusted Gross Income (required by state law). See **AGI and number of dependents** Page 14 in QUICK REFERENCE GUIDE.
  - Total number of persons in family/household (required by state law). See **AGI and number of dependents Page 14** in QUICK REFERENCE GUIDE.
  - SY 2024-2025 tuition rate applicable to the student
  - Calculated financial need
  - CFN verified? – drop down menu (Yes, No or DNF) DNF - (Did Not File) and then an exception must be requested with superintendent
  - Codes column Examples include:
    - **EDFF See page 17**
    - [Exception](#)
    - FAC-STF – children of faculty/staff member at the school
    - [Forfeiture](#)

- Item calculated by the spreadsheet. If the spreadsheet does not recalculate, press F9 to refresh.
  - 80% of tuition
  - Change in annual award for SY2024-2025 from SY2023-2024 annual award
  - Change (increase or decrease) in multi-year award for SY 2024-2025 and forward (row and column totals)
- Principals/presidents, by their typed signatures, certify completeness and accuracy. Only principal/president signs the form, but GRACE also needs an alternate staff contact (usually the scholarship coordinator).
- **Good standing requirement.** Renewal candidates must be in good standing with the school. Good standing is judged by the principal/president:

Catholic schools offer programs of education and formation for students who are willing and able to live within the religious, academic, behavioral and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to assist them in their parental role as primary educators of their children. School families are expected to be supportive of all rules, policies and procedures of the Archdiocese of Atlanta or the Diocese of Savannah and the local Catholic school.

## **Adjustment Candidates' Recommendation form**

- Use current form. It has been revised for SY 2024-2025.
- Use a new form each time you submit a batch of Adjustments. Enter the batch number in the box on the upper right corner of the form
- The principal/president signs by typing her or his name in the signature line on the form.
- Submit the completed form to GRACE in spreadsheet format as an email attachment. Keep a copy for your records.

- Adjustments are usually requested in the secondary award season (June 1 - Sept 1) when funds become available from forfeitures.
- Adjustments can be made for students previously approved for a first time award or for a renewal.
- The form is a spreadsheet. You must key-in information directly into the spreadsheet. The spreadsheet will calculate some cells for you. Do not override calculated cells. Do not hand print data.
- If needed, rows may be added to the spreadsheet. It is better to not add a row just above the total row as you may need to re-sum the column.
- Calculated Financial Need (CFN) must be verified by tax documents submitted by the parents/guardians. The documents are specified by FACTS or other financial aid firm contracted by the school. Typically, the documents include the most recent federal income tax return and the W-2 forms for the previous year. Unverified recommendations will not be accepted and put a hold on the recommendation form (FTC, renewal, or adjustment). Coordinators should contact parents/guardians early in 2024 to encourage parents to complete FACTS information and document requirements by March 1. The school may set a deadline earlier than March 1. Coordinators should be vigilant on this matter and follow up with parents/guardians as necessary. If a parent/guardian did not file a tax return, the school may apply for an [Exception](#)
- Items for manual entry. Whole dollars only, no cents.
  - Candidate First Name
  - Candidate Last Name
  - No. of years remaining (including SY 2024-2025)
  - Tuition Rate for SY 2024-2025
  - Calculated financial need (CFN)
  - CFN verified? – drop down menu (Yes, No or DNF) DNF - (Did Not File) and then an exception must be requested with superintendent

- Previously Approved annual award
- Recommended annual award
- Codes (if any). Examples include:
- **EDFF See page 17**
- [Exception](#)
- FAC-STF – child of faculty/staff member at school
- Items calculated by the spreadsheet. If the spreadsheet does not recalculate, press F9 to refresh.
  - 80% of tuition
  - Change in annual award
  - Change in multi-year award (row and column total)
- Principals/presidents, by their typed signatures, certify completeness and accuracy. Only principal/president signs the transmittal but GRACE needs contact information for an additional staff contact (usually the scholarship coordinator).

## Exception Request form

- This form is a PDF fill-in document at [Exception](#)
- All exception requests must be submitted using this form.
- Instructions are included in the PDF.
- Forfeiture form
- Use current form. It is a PDF fill-in document at [Forfeiture](#)
- Refunds are due for unused portion of the tuition.
- Refunds are calculated at 1/10 of the annual award for each month of unused tuition.  
*Example:* If student attended August through December but did not return for



the spring semester, then GRACE is due a refund for January through May or five months (5/10 = ½ of annual award).

- Refunds are credited to the school's GRACE account.

## **Affidavit of Residence form**

- This form is most useful with FTCs for whom no other form of Georgia proof of residence is available. It is available at [Affidavit of Residence](#) and is one of several acceptable proofs of residence. ***This form is an option, not a requirement.***
- The name of the parent/guardian (affiant on the form) and his/her address must match the name and address of the student on the application form.
- The affidavit must be sworn to and signed in the presence of a notary public.

## **VII. QUICK REFERENCE GUIDE**

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### **AGI and number of persons in family/household**

Each student scholarship organization (SSO) is required to provide statistics to the State of Georgia on **adjusted gross income** and **number of persons in family/household** for all scholarship recipients. Individual and family data is not reported to the state. ***Only aggregated data are reported.*** The required information can be found in reports from FACTS and other financial aid services.

### **Awards, maximum, minimum and multi-year**

- **Maximum award.** GRACE uses three factors to determine the maximum annual award. The maximum annual scholarship for a GRACE recipient is the ***lesser*** of:
  1. Calculated financial need (CFN)
  2. 80 percent of the tuition rate applicable to the student
  3. The State Index - for 2024 is **\$12,857 (see page 16 for details)**

- **Minimum award.** \$200 per year.
- **Multi-year awards.** All GRACE awards cover the entire time the student attends the GRACE school as long as they continue to exhibit financial need. When the aid is awarded, funds are set aside to cover the entire multi-year award.

*Example:* A student entering kindergarten at a K-8 school will received GRACE assistance at \$2,000 a year. GRACE sets aside \$18,000 to cover the multi-year award (\$2,000/year X 9 years).

## **State Index for 2024 is \$12,857**

The Georgia Department of Education established the state index (annual maximum scholarship) for 2024: **\$12,857**. The index is based on per pupil public school expenditures.

The index is one of three factors GRACE uses to determine the annual maximum scholarship. The state index comes into play if:

- 1. the tuition rate applied to the student is equal to or greater than \$16,071 or**
- 2. the calculated financial need (CFN) is greater than \$12,857.**

*Most GRACE recipients are not impacted by the state index.*

GRACE uses three factors to determine the maximum annual award. The maximum annual scholarship for a GRACE recipient is the *lesser* of:

- 4. The state index**
- 5. Calculated financial need (CFN)**
- 6. 80 percent of the tuition rate applicable to the student**

## Annual Initial Scholarship Balance Memos

- Balance memos are sent via email to school Principals and Scholarship Coordinators the third week in March each year. Schools may request scholarship balances at any time during the year by emailing [mbassett@gracescholars.org](mailto:mbassett@gracescholars.org).
- **Available balances** are based on a school's **GRACE account**. Account values are calculated as follows:
  - Beginning balance on first day of the GRACE fiscal year (June 1)
  - ADD: Donations received during fiscal year to date (YTD)
  - LESS: Administrative assessment of 5 percent of donations YTD
  - LESS: Multi-year awards YTD
  - ADD: Forfeitures YTD
  - End at current available balance.

## Board Choice fund and Economically Disadvantaged Family Fund (EDFF).

- The GRACE board of directors annually allocates funds from the Board Choice fund and EDFF.
- EDFF funds will be awarded separately from Board Choice funds. Recipients of EDFF funds are students who qualify for free or reduced lunch based on the federal poverty level guidelines. ***Students awarded EDFF shall be identified by "EDFF" in the CODE column.***

## Calculated Financial Need (CFN)

- CFN must be verified by tax documents submitted by the parents/guardians. The documents are specified by FACTS or other financial aid firm contracted by the school. Typically, the documents include the most recent federal income tax return and the W-2 forms for the previous year.
- **Unverified recommendations will not be accepted and a hold will be put on the recommendation form (FTC, renewal, or adjustment). Coordinators should contact parents/guardians early in 2024 to encourage parents to complete FACTS information and document requirements by March 1. The school may set a deadline earlier than March 1. Coordinators should be vigilant on this matter**

and follow up with parents/guardians as necessary. If a parent/guardian did not file a tax return, the school may apply for an [Exception](#) Enter CFN on recommendation forms.

- Do not send copies of CFN documentation from FACTS or other financial aid service. This is confidential and proprietary information. Keep copies of the calculated financial need report on file. ***Principals/presidents' signatures on recommendation forms certify that copies of CFN are kept on file at the school.***
- Calculated financial need (CFN) must be verified, i.e., the parent/guardian has submitted their federal tax return and other required tax documents (e.g., W2 form) to the school's financial aid service such as FACTS.
- Where to find CFN :
  - FACTS: Use student calculated need (not family calculated need). The need calculation must be verified by tax documents. Contact FACTS for more information.
  - Other financial aids services. Contact the company to identify the report item gives the student's financial need.
- **IMPORTANT:** All CFN's must be verified and calculated using tax documents. If this is an issue, please contact GRACE.

## Codes

- **EDFF.** Use this to indicate students who qualify for free or reduced lunch.
- **EXCEPTION.** Use this to indicate that the superintendent has endorsed an exception to CFN or other GRACE policy including Safe Harbor. Please send completed exception request once superintendent endorses it.
- **FAC-STF.** Use this to indicate a child of a school faculty or staff member. No more than 15 percent of a school's awards in a year may be granted to these students.
- **FORFEITURE.** Use this code to report students who have left the GRACE program. *Be sure to send a forfeiture form with the renewal form.*

## Exceptions

### Scope.

The executive committee may grant exceptions to this policy (Scholarships,). Examples, without limitation, include CFN and recommendation deadlines.

No exceptions shall be granted to mandates under state and federal law. Examples, without limitation, include proof of Georgia residence, proof of public school attendance, and proof of prior SSO funding.

### Procedure.

The principal/president of the school presents a request for an exception to a member of the executive committee (superintendent of schools of the ***diocese in which the school is located***) ***and also notifies the executive director. The request should cite the policy provision, the name of the student, and give a justification for the exception.***

To advance the request for consideration by the executive committee, the executive committee member must endorse the request and advise the executive director in writing. The executive director submits the endorsed request to the executive committee.

The executive committee acts on the endorsed request. The executive director advises the principal/president of the committee's decision. The decision of the committee is final.

## **Files**

- GRACE advises schools to keep files, either paper or digital. These include:
  - Files on each student awarded
  - Each year's recommendation forms and other submitted documents
  - CFN documentation from FACTS or other financial aid service should be kept by the schools and not sent to GRACE.

## **Home study students**

State grants exceptions to the public school attendance rule for students who were enrolled in a home study program (home schooled) meeting the requirements of state law for at least one year immediately prior to receiving a scholarship or tuition grant. Acceptable proof of enrollment in a home study program in compliance with Georgia law consists of a copy of declaration of the intent submitted to the Georgia Department of Education. *If declaration of intent is not available, please contact GRACE Scholars.*

## **Last minute application rule**

It is the policy of the GRACE board of directors that once a student begins attending class, he or she is no longer a transfer student and takes on the status of current student. Consequently, awards to students subject to the public school transfer rule must be approved before the student begins attending class.

## Low-performing public schools

State law grants exceptions to the public school attendance rule for students zoned for attendance at public schools, which are deemed “low-performing” by the Governor’s Office of School Achievement (GOSA) based on public school CCRPI scores published annually by the Georgia Department of Education (DOE).

**Proof.** Two documents are required.

1. A copy of the DOE web page showing the low performing school’s CCRPI score. [CCRPI](#)
2. Documentation from the school or the school district that the student is zoned to attend the low-performing school. Many school districts feature a searchable database on their website by which a student’s zone can be determined entering the student’s address. A print out of zoning information from the district’s web page showing the address of the student and the name of the school to which he/she is zoned. In cases where the district does not offer a searchable database on its website, a letter is acceptable from the school district or public school indicating that the student’s residence is zoned to the public school.

**Eligibility for the program (SSO Low-Performing School) for SY24-25 will continue to be based on the 2018-2019 CCRPI and the thresholds listed below) GRACE will send any CCRPI updates to the schools for the SY24-25 school year as updates become available.**

Based on 2018-2019 CCRPI scores, schools with the following scores are “low-performing schools” for the purposes of this law (Updated December 2, 2019):

- Elementary Schools: 2018-2019 CCRPI score of 66.1 or less
- Middle Schools: 2018-2019 CCRPI score of 66.3 or less
- High Schools: 2018-2019 CCRPI score of 66.2 or less

The scores and instructions are available at [Scholarship Library](#)



## **Physical violence/verbal abuse**

State law allows exceptions from the public school attendance rule for students that have experienced physical violence and/or verbal abuse while attending a Georgia public school. It is GRACE policy that previous Georgia public school attendance (as described in the Scholarship Policy which available on the Scholarship Portal) is normally a sufficient standard for determining GRACE eligibility for such students. The executive committee is authorized to grant physical violence/verbal abuse exceptions, provided that the diocesan superintendent of schools has endorsed the request. The executive committee's authority extends to determining requirements for documentary proof of physical violence and/or verbal abuse.

## **Scholarship Procedures Manual**

This manual is located in the scholarship library here [Scholarship Library](#)

## **Previous tuition assistance from an SSO at a different school**

If a student attended another school with tuition assistance from an SSO, then the student is exempt from the public school transfer rule. Written verification signed by an authorized official of the SSO is required. Please contact GRACE to secure the verification from the other SSO.

## **Public school attendance rule**

To be eligible for GRACE, candidates entering in second grade and above must be transferring from a Georgia public school. Though state law allows a six-week minimum Georgia public school attendance period, the due dates for school award recommendations in GRACE's primary and secondary award seasons normally means that the minimum Georgia public school attendance for GRACE first time candidates is a full school year. The executive committee is authorized to grant exceptions to GRACE's full school year public school attendance requirement, provided that the diocesan superintendent of schools has endorsed the request. Normally, such exceptions are granted to mid-school year transfers where the student has completed at least a semester at a Georgia public school. State law also includes exceptions from the public school attendance rule. These are:

- Students zoned to attend **low-performing public schools**.
- Students subject to **physical violence/verbal abuse**.

- Home study students.
- Previous tuition assistance from an SSO at a different school.

See separate **Quick Reference** entries for details for each exception.

## Scholars' Profile.

GRACE surveys schools each year to create a Scholars' Profile. The profile gives aggregate statistics on scholars' demographics and financial information. Current profile [Scholars' Profile](#)

## September 1 rule

September 1 is the final day for schools to submit scholarship recommendations to GRACE Scholars. Schools may request exceptions to the rule. The *last minute application rule* also applies (see above).

## Submitting scholarship materials

Submit scholarship materials by email to [scholarships@gracescholars.org](mailto:scholarships@gracescholars.org).

## Transferring between nonpublic schools

By law and policy, a student transferring from a nonpublic school to a GRACE school is ineligible for a GRACE award if the student is entering second grade or above. There is an exception: if the student was receiving assistance from GRACE or another student scholarship organization (SSO)—Georgia GOAL is an example—at the previous school, then the student is **eligible** for a GRACE award and the public school transfer rule is waived. **Eligibility does not mean that GRACE funding is guaranteed from the receiving school.** Eligibility means that the student may apply for a GRACE award. The decision to make an award belongs to the receiving school, which makes awards from its GRACE available balance. Funding does not move with the student from the previous school. See also **previous tuition assistance from an SSO at a different school.**

## GRACE STAFF CONTACT INFORMATION

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**Submit Scholarship Documents**

**To:**

**[scholarships@gracescholars.org](mailto:scholarships@gracescholars.org)**

*404-920-7900 | 404-920-7901 fax*

*[www.gracescholars.org](http://www.gracescholars.org)*

