



BASIC FUND

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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 Bay Area private schools. **The BASIC Fund** scholarships are based on household size and income. Scholarships cover 25%, 50%, or 75% of the family portion of the school's tuition, up to \$2,500 per year per student. The family is responsible to pay the remaining tuition balance which needs to be at least \$500 for each school year. The following is important information regarding **The BASIC Fund** program process. Please read carefully and we welcome any questions you may have.

New Applications

New applications for new students starting in the Fall are available on-line starting mid-January of the same year. The deadline is usually by the end March (confirm deadline on website, www.basicfund.org). Please note: **Current Renewing families wanting to apply for new siblings must fill out a new application. The family needs to contact The BASIC Fund directly to request a unique link to have access to the application. This link helps us link new students with renewing students.**

Scholarships are awarded on a first-come, first-served basis until the deadline or until we run out of funding. Complete applications submitted after the deadline will be put on a waitlist and will be awarded periodically through the summer if funds become available. The number of new scholarships we provide is based solely on the funding we fundraise for that school year. Scholarship amounts are based on the family's household size and gross income.

It is not necessary for the family to have been accepted to a private school before applying to **The BASIC Fund**. Families can and should apply to **The BASIC Fund** as soon as possible as there is no guarantee that there will be funds available if they wait to be accepted by the school.

To qualify for a **BASIC Fund** scholarship the family must meet ALL of the following requirements:

1. The child(ren) will be entering PreK-8th 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.
2. At least one child will be attending private school for the first time. If the child applying for the scholarship has a sibling already attending a private school (that is not a **BASIC Fund** student), that sibling is also eligible and can be included in the application.
3. The child(ren) must meet all academic and admissions requirements of the private school.
4. The family must meet **The BASIC Fund** income eligibility guidelines outlined on the application.

Renewing BASIC Fund

The scholarship is renewable until the student graduates from 8th grade, as long as the family continues to be financially eligible, be in good standing with your school, and submits complete

renewal documentation by the application deadline each year. In mid-February, **The BASIC Fund** will email the family their application link to complete their renewal application online. The deadline will be end of March.

Online Application (New & Renewal)

New applicants will have preliminary screener questions before being able to access the application. If your parent/guardian is not able to get access to the application, please have them call us at (415) 986-5650. Renewing families will not have preliminary screener questions.

* 1: Have you received a BASIC Fund Scholarship before?
☐ Yes ☐ No

* 2: Is at least one student you are applying for entering a private school in the Bay Area for the first time?
☐ Yes ☐ No

Household Size	Maximum Annual Household Income		
	75% of Tuition*	50% of Tuition*	25% of Tuition*
2	\$20,580	\$30,870	\$41,160
3	\$25,980	\$38,970	\$51,960
4	\$31,380	\$47,070	\$62,760
5	\$36,780	\$55,170	\$73,560
6	\$42,180	\$63,270	\$84,360

For information for family of 7 and above please call us

* 3: Please review the above BASIC Fund eligibility guideline chart. Does your family qualify based on your household size and 2019 gross income?
☐ Yes ☐ No

* 4: Is the student you are applying for entering grades Pre-K/TK-8th?
☐ Yes ☐ No

* 5: Will this be the first student in your family to receive a BASIC Fund Scholarship?
☐ Yes ☐ No

The Application

There are four section tabs to complete the application: **Primary Parent/Guardian, Secondary Parent/Guardian, Children and Financial and Household Information**. New families will have to fill out these sections completely (except for Secondary Parent/Guardian if not applicable). For Renewing families, the first three tabs will be auto populated with the previous year information. Renewing families will need to review and make any necessary changes (if applicable).

Primary Parent/Guardian	Secondary Parent/Guardian	Children	Financial and Household
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Please note, if the parent/guardian is applying for a new sibling they must apply separately for this student. **Do not add new siblings to the Renewing Process**. If the new application due date has passed; the application will be placed on a wait list and there is no guarantee that the family will receive a scholarship for the new sibling.

The fourth tab, **Financial and Household Information** will be blank for renewing families. For new families and every school year after the family renews their scholarship, they must upload updated financial documentation for all people in the household. This enables us to determine if the family continues to be financially eligible. If the financial documentation does not include information for all

the adults and children in the household, the family will need to include proof of the number of all people in their household. Acceptable proof includes a utility bill, service bill, invoice, doctor appointment notice, school notice, or any legal documentation with the name of the person matching the home address. Below are acceptable forms of financial documentation.

- 1040 Federal Tax Form with copies of all W-2/1099 forms. Example: If applying for the 2022-2023 School Year, the family must provide copy of their 2020 or 2021 Tax Return along with all W-2 and/or 1099 forms. Proof of address for people in the household that are not included on current Tax Return must be provided.

NOTE: • W-2 and/or 1099 forms alone are not accepted as primary proof of financial documentation

- If the family has more than 4 exemptions, they must include the additional tax schedule that reflects the rest of their exemptions
- If the adjusted gross income (AGI) reflects a negative income, the family must provide a letter why the negative income and provide any additional tax pages regarding the negative income
- If the family claims they did not file taxes, **The BASIC Fund** will require the family to complete a 4506-T Form to verify they did not file
- CalWorks (current) + proof of household if the information is not included in documentation
- Disability Benefits (current) + proof of household if the information is not included in documentation
- Foster Care Benefits (current)
- Retirement Benefits + proof of household if the information is not included in documentation
- Social Security Benefits (current) + proof of household if the information is not included in documentation
- Unemployment Benefits + proof of household if the information is not included in documentation
- Worker's Compensation + proof of household if the information is not included in documentation

Employment pay stubs are NOT accepted as primary financial documentation. This information is only requested as supporting information if we find it necessary to determine your eligibility.

Note: The family will need to calculate their yearly income. If they are using the AGI (Adjusted Gross Income) from their Tax Return, input that income total unless they are using a combination of incomes, then they will need to supply the AGI (if applicable) and the calculated amount for any other additional income(s). Depending if it is monthly, bi-weekly or weekly, family will need to calculate their yearly income. See table.

Occurrence	Calculation
Monthly	Multiply by 12
Bi-Weekly	Multiply by 26
Weekly	Multiply by 52

If there has been a divorce or separation, but the parents still filed jointly, they must include formal proof of separation. Examples of proofs are; a copy of the official court filed divorce proceedings or (if not officially filed yet) proof of living in different addresses. If parents have agreed to split the children's expenses for tax purposes or alternate claiming their children, the parent/guardian applying for the

children must provide proof that the children live with them and a letter explaining the current situation.

If the family's financial situation is a combination of different incomes and are not sure what they need to provide, please have them call us at (415) 986-5650.

Once the household income has been calculated and uploaded, the parent/guardian will be asked to check off on the following:

"I have read, understand and agree to the Terms and Conditions of accepting a **BASIC Fund** Scholarship, promise to comply with **The BASIC Fund's** Parental Requirements, and understand and agree to **The BASIC Fund's** Release Form. Use these links for Terms and Conditions, Parental Requirements, and Release Form in order":

<https://www.basicfund.org/terms-and-conditions>

<https://www.basicfund.org/parental-requirements>

<https://www.basicfund.org/release-form>

These links outline **The BASIC Fund** terms for accepting the scholarship. If they have any questions, please have them all us at (415) 986-5650.

The parent/guardian will then be asked to sign their full name and either 'Save and Resume' or 'Submit' their application. If they decide to save their application and come back to complete the new or renewal application, they will have to re-upload their financial documentation. The documents uploaded will not save until the parent/guardian officially submits their application.

Once the complete application is submitted, **The BASIC Fund** will review the application and will either approve it or will inform the family if any information is missing or incomplete. Until we receive all pending information the application will remain incomplete.

The School Commitment Form

This form must be filled out by the school for eligible **BASIC Fund** recipients. This form is used to update information regarding the student, i.e., attendance, tuition, financial aid, grade, family account status and most importantly helps us determine the student's scholarship. It also outlines **The BASIC Fund** terms for the school to participate as a **BASIC Fund** school. The school must fill out a Commitment Form for every child receiving the scholarship. A link is provided through the School Student Status Report under the Action Items section. This 'Commitment Form' link will contain a school commitment form for each student that is attending your school. For new applications, the form will be available once the family has been awarded.

Determining your Scholarship Amounts

Scholarship amounts are calculated by determining the award percentage using the family household size and income, then multiplying that percentage by the family's portion of the school tuition (the tuition after subtracting school financial aid and any other aid). Scholarships are currently up to a maximum of \$2,500 annually per child for the school year. In agreement with our guidelines, families are required to pay at least \$500 (most pay more) to the school each school year to be eligible for a **BASIC Fund** scholarship.

Payments

The BASIC Fund will make two payments directly to your school: the first half of the scholarship gets paid in the Fall (November) and remaining balance in the Spring (March). For each payment, we will provide an online roster to the schools that will include the student's name, grade, the total scholarship and the amount of the scholarship we intend to pay for that semester payment. The school will review, make any corrections (if necessary) and confirm that the students are attending the school. Once the school returns the signed roster, we will begin processing the payment. This can take 4-6 weeks process.

The roster for the Fall payment will be sent in October for payment in November and the roster for the Spring will be sent in February for payment in March.

Our payments are based on the following 10 months:

1 st payment	September – January
2 nd payment	February - June

Reimbursements

The BASIC Fund only pays for the time the student attends your school. Should the student withdraw after the **BASIC Fund** has made a payment, we will prorate the scholarship amount and ask the school for a refund. Please do not reimburse the family. We pay the school directly and will request reimbursement from the school. **Please note – scholarships reimbursements are prorated monthly.**

Checking on your status

The BASIC Fund will email schools a Status Report link in late February. You will have access to view the status of all your new and renewal applications. Renewing application statuses will not be available until March once families start to complete their application. Please keep in mind that every year we are renewing thousands of scholarships so it may take the BASIC Fund all summer to review all applications. The status report link will be accessible until September. Please check periodically to make sure your families are complete. If you have any questions, please call **The BASIC Fund** directly at (415) 986-5650.

Combining Scholarships

The family cannot combine a **BASIC Fund** scholarship with a scholarship from another non-school-based scholarship program such as Guardsmen, FACE or another outsourced scholarship. School financial aid or financial aid from the Archdiocese is acceptable (if applicable). Please note: if the combination of assistance results in the family paying less than the required \$500 minimum, we will take the difference from your **BASIC Fund** scholarship so they can meet the minimum. If you have any questions regarding this information, please call us at (415) 986-5650.

Transferring or Withdrawing

If you have a student transferring from another private school, any balance they have at their current school must be paid in full before we can transfer the scholarship to your school. If the student is transferring mid-school year, any balance the family has with the existing school must be paid, and a new School Commitment Form must be filled out by your school. **The BASIC Fund** will prorate the student's scholarship and only pay for the time the student attended each school. For a new School Commitment Form, you must call **The BASIC Fund** to request a new one.

If the student leaves **The BASIC Fund** prior to graduating the 8th grade, we request that we be notified of where the student will be attending school.

Exit Confirmation Form (ECF)

If a student withdraws anytime during the school year, you must fill out an Exit Confirmation Form. This informs us of the reason the student withdrew from the school and if the family left with a debt. If the family leaves with a debt, we will send the family a letter informing that their **BASIC Fund** scholarship will not be renewed or transferred to another private school until we receive written notice from the school, stating that either the family has paid the balance or has made an acceptable payment arrangement with the school. You also need to complete an Exit Confirmation Form for students who are graduating from the 8th grade. The link to this form is available through the School Student Status Report to the far right of the student's name.

*Note: If family has fallen behind on their payments and you would like us to send them a letter, please call or email us and we will send them a letter and cc the school.

Returning to The BASIC Fund

If a student withdraws from **The BASIC Fund**, they will have up to two school years from the last school year **BASIC Fund** made a payment on behalf of the student to return before 8th grade without having to reapply as a new family. The family must call us to request to renew by February for the following school year. If three or more school years have passed since the student last received funding from **The BASIC Fund** they will have to reapply as a new family. New applications for the school year starting in the fall will be available in mid-January of that same year.

Balance with School

If we receive notice from the school that a family has an overdue balance, we will notify the family via email of their balance. The family will not be able to transfer the scholarship to another private school or renew the scholarship until we receive written notice from the school that the family has paid the balance or has set up a payment plan. We will not make any payments for the children, regardless of school, if they have an overdue unpaid balance on their account that has not been addressed.

Annual School Registration & School Tuition

We have broken the Annual School Registration into three manageable parts. We will email informing you when each is due. The links for each is found on your Student Status Report under the Action items section. The links will remain available & active until each part of the Annual School Registration is complete. **This is required to keep your school registered with The BASIC Fund** and keep us updated of any changes at your school. Part of the annual school registration requires the school to upload a copy of their updated Tuition and Fee schedules for the following school year. **Please note – scholarships cannot be calculated without your updated tuition fee schedule.** If your tuition schedule is not available by our due date, please call us to let us know when it will be available. The deadline is in April.

Open Houses/Family Meetings

BASIC Fund staff are available to attend opens houses and/or family meetings to assist with online applications or any **BASIC Fund** matters.

Special Requests

On occasion, we will ask you to distribute information to our **BASIC Fund** families, i.e., providing our 8th graders with an 8th Grade Exit Survey, flyers for special events, etc. In addition, our donors occasionally request to visit a school and we may request some time from you. We will give you plenty of notice and appreciate your cooperation.