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## ***New Student Application for the 2010-2011 School Year***

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Capital Partners for Education (CPE) is the only combination scholarship, mentoring, and academic support and enrichment organization in the Washington Metropolitan area for low-income, private high school students.

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*CPE would like to be as helpful as possible in assisting families through the application process. If you have any questions when completing this application, please contact the CPE office.*

## CPE Fact Sheet

### Who We Are

**Capital Partners for Education (CPE)** is dedicated to helping motivated, low-income students attend and succeed at private high schools in the Washington, DC metropolitan area. Since 1993, CPE has helped nearly 400 students realize their academic potential, with 97% of our graduates advancing to college upon completion of the program. For the past four years, 100% of our graduates have gone on to college.

### How We Can Help

**Scholarships-** CPE gives selected students scholarships to attend private high school. These scholarships are:

- Up to \$4,500
- Paid directly to the student's school
- For tuition costs only (does not include books, uniforms, or other fees)
- Automatically renewable each year provided that the student follows CPE's Program Guidelines

**One-on-One Mentoring-** CPE matches each student with a volunteer adult mentor who helps the student achieve his/her goals by serving as a role model, advisor, resource, and friend.

- At minimum, CPE mentors meet with their students monthly and communicate via phone or email weekly
- All CPE mentors are thoroughly trained and must pass national FBI fingerprint background screening as well as state and local background checks
- All CPE mentors are at least 21 years old and have a college degree
- CPE student-mentor pairs are monitored and supported by CPE's Student-Mentor Coordinators
- When selecting mentors, CPE does not discriminate on the basis of race, religion, ethnicity, or sexual orientation
- Mentors and students are matched based on gender, similar interests, and geographic proximity

**Academic Support-** CPE staff provides additional academic services to help students succeed in private high school. Some of these services are:

- Individualized academic monitoring and case management
- Study skills and exams preparation workshops
- Positive and supportive student peer groups
- Awards for academic success

**College Preparatory Programs-** CPE hosts a variety of programs to guide students and parents through the college application process. These programs include:

- General college informational sessions
- Financial aid workshops
- SAT preparation class with the Princeton Review

**Summer Readiness Program-** To better prepare students for the challenges of private high school, CPE sponsors a **mandatory** Summer Readiness Program for all incoming 9<sup>th</sup> graders. The two part program consists of:

- A comprehensive orientation program including an overnight retreat
- Summer school classes

**Enrichment Opportunities-** CPE also organizes events to empower students and expose them to possibilities for life beyond college. Some of these events include:

- Community service activities
- Career exploration programs
- Recreational events

## Eligibility and How to Apply

### Who is Eligible?

Students are eligible to participate in Capital Partners for Education if they meet the following criteria:

- They will enter the 9<sup>th</sup> grade in September 2010
- They intend to enroll at a private high school
- They are legal US residents (students)
- Their household income is near the CPE Income Eligibility Guidelines (see chart below)
- They reside in the Washington DC Metropolitan Area
- They agree to participate in all components of the CPE program

### CPE Income Eligibility Guidelines

Household Size	Maximum Yearly Income	Monthly	Weekly
<b>One</b>	\$24,500	\$2,046	\$472
<b>Two</b>	\$33,000	\$2,752	\$635
<b>Three</b>	\$41,500	\$3,458	\$798
<b>Four</b>	\$50,000	\$4,165	\$961
<b>Five</b>	\$58,500	\$4,871	\$1,124
<b>Six</b>	\$67,000	\$5,577	\$1,287
<b>Seven</b>	\$75,500	\$6,283	\$1,450
<b>Eight</b>	\$84,000	\$6,989	\$1,613
<b>For each additional member add:</b>	\$8,500	\$706	\$163

### How to Apply to Capital Partners for Education:

1. **Your family is responsible for applying directly to private school(s) and scholarship sources.** Contact the school(s) your child would like to attend to learn about admission requirements, costs and financial aid. A student must meet all school deadlines to be eligible for the most financial aid.
2. **Complete an application form and mail it to CPE by March 1, 2010.** Complete applications received by this date will be given first priority. Applications received after that date will be considered if funds are available. *There is no application fee.*
3. **Incomplete applications will not be reviewed.** It is the responsibility of the applicant to make sure that the application is received in its entirety. CPE suggests that each family makes a copy of their CPE application and all of the attachments for their records.
4. Qualifying students will be called for an interview with the CPE admissions panel. CPE will make scholarship decisions beginning in May 2010.
5. CPE will select scholarship recipients and arrange to pay our scholarship **directly** to the school.

**About this Application**

**Parts One and Two** should be completed by the family, and returned to Capital Partners for Education with the required attachments (see below).

**Part Three** should be completed by a person from the student's school, church or community organization. If the student has used a form similar to *Part Three* for a school application, that form can be used in place of the *Part Three* section of the CPE application.

Note: Filling out an application DOES NOT GUARANTEE ACCEPTANCE into the CPE program.

*Applications cannot be considered without the following attachments:*

**1. Grade reports:**

- 7<sup>th</sup> grade report cards (send all)
- 8<sup>th</sup> grade report cards (most recent)

**2. Standardized Test Scores:**

- 7<sup>th</sup> grade standardized test scores
- 8<sup>th</sup> grade standardized test scores (most recent)

**3. Proof of Income:** 2008 IRS Income Tax Return, and one of the following:

- 2008 W-2 statements from all employers
- Schedule C
- 2008 Reduced Lunch application

**4. If you receive any of the following government benefits, you MUST ALSO SUBMIT copies of the **most current official award letter** from each agency and for each individual receiving the aid:**

- Social Security and SSI benefits statements
- TANF eligibility and benefits statement
- Unemployment compensation and benefits statement
- Veterans benefits statement
- Food Stamps statement
- Child support or alimony payment amounts
- Housing assistance documentation

**Income information for 2009 will be required after April 15, 2010.**

***Applications must be post marked by March 1, 2010.***

### List of Participating Schools

CPE partners with a number of private high schools in the Washington, DC area. Students may be interested in contacting a number of schools before applying. CPE can only accept a certain number of students at any given school per year. CPE strongly encourages students to apply to more than one school. Please contact CPE at (202) 682-6020 x225 if you have any questions regarding CPE's partner schools.

\* denote schools that current CPE students attend

Barrie School	Our Lady of Good Counsel High School *
Bishop Ireton High School	Paul VI High School
Bishop McNamara High School *	Potomac School
Bullis School *	Queen Anne School *
Connelly School of the Holy Child *	Riverdale Baptist School*
DeMatha Catholic High School*	Sandy Spring Friends School *
Don Bosco Cristo Rey High School *	Sidwell Friends School
Edmund Burke School *	St. Albans School *
Elizabeth Seton High School *	St. Andrew's Episcopal School *
Episcopal High School	St. Anselm's Abbey School
Georgetown Day School *	St. James School
Georgetown Preparatory School	St. Stephen's-St. Agnes School
Georgetown Visitation Preparatory School *	Stone Ridge School of the Sacred Heart
Gonzaga College High School *	Takoma Academy
Heights School	The Field School *
Holton-Arms School	The New School of Northern Virginia
Madeira School	Washington International School
Maret School	Washington Waldorf School
National Cathedral School	

### CPE 2010-2011 Application Checklist

Please make sure that you have included the following items before mailing in your application. CPE strongly encourages **you to photocopy** your entire application for your files before mailing it to CPE.

**Application:**

- Part One: Application
- Part Two: Student Essay
- Part Three: Recommendation

**Required Attachments:**

- 7<sup>th</sup> grade Report Cards
- 8<sup>th</sup> grade Report Cards (most recent)
- 7<sup>th</sup> grade Standardized Tests
- 8<sup>th</sup> grade Standardized Tests (most recent)
- 2008 IRS Tax Return (For **all** people 18 years and over that live in your household)

and **ONE** of the following

- 2008 W-2 Forms from all employers (for **all** wage earners in your household)
- OR**
- 2008 Reduced Lunch Application
- OR**
- Schedule C

If you receive any of the following government benefits, you **MUST ALSO SUBMIT** copies of the **most current official award letter** from each agency and for each individual receiving the aid:

- Social Security and SSI benefits statements
- TANF eligibility and benefits statement
- Unemployment compensation and benefits statement
- Veterans benefits statement
- Food Stamps statement
- Child support or alimony payment amounts
- Housing assistance documentation

**Part One, Application**  
(To be completed by parent/guardian)

**A. Student Information**

\_\_\_\_\_  
Student's full name (print clearly)

\_\_\_\_\_  
Home telephone number

\_\_\_\_\_  
Student's cell phone number

\_\_\_\_\_  
Student's email address (print clearly)

\_\_\_\_\_  
Date of birth

\_\_\_\_\_  
Student's permanent mailing address (mail will be sent to this address). Include City, State and ZIP code.

\_\_\_\_\_  
Student's current school (2009-2010)

\_\_\_\_\_  
Student's current grade

\_\_\_\_\_  
State of legal residence

To which schools has the student applied for the 2010-11 school year? (Public and private; please rank in order of preference)

1. \_\_\_\_\_

3. \_\_\_\_\_

2. \_\_\_\_\_

4. \_\_\_\_\_

Is the student an orphan or ward of the court?     Yes  No

What is the student's citizenship status?     U.S. citizen     Permanent resident     Neither

List the student's special hobbies or interests; or membership in any clubs, teams or youth groups:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Parents' Information**

**First Parent/Guardian**     Mother     Father     Legal guardian     Other: \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Work Address \_\_\_\_\_

Work City/State/Zip \_\_\_\_\_

employer \_\_\_\_\_ Occupation \_\_\_\_\_

self-employed     unemployed; since (date) \_\_\_\_\_ Years at current position \_\_\_\_\_

**Second Parent/Guardian**    Father    Mother    Legal guardian    Other: \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Work Address \_\_\_\_\_

Work City/State/Zip \_\_\_\_\_

employer \_\_\_\_\_ Occupation \_\_\_\_\_

self-employed    unemployed; since (date) \_\_\_\_\_ Years at current position \_\_\_\_\_

**C. Parents'/Guardians' Household Information** (to be completed by parents/guardians)

How many family members will you support in 2010-2011?  
(Always include parents/guardians and student.) \_\_\_\_\_

Of the number above, how many will be in college at least  
half-time or at least 1 semester in 2010-2011? \_\_\_\_\_

How many parents/guardians will be in college  
at least half-time in 2010-2011? \_\_\_\_\_

What is your current marital status?    Married    Divorced  
 Separated    Single    Widowed

**D. Family Member Listing**

(Give information for all family members **living at home**. You can list up to eight family members including the student.  
If there are more than eight, list those in school or college at least half-time.)

Full Names of Family Members (Include applicant)	Relation	Age	Claimed by parents as tax exemption in 2008		2009-2010 School Year		Enrollment for 2009-2010 School Year  Attend college at least one term (Y or N?)
			Yes	No	Name of school/college	Parents' contribution (\$amount)	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

List all other financial aid programs to which the student is applying. (e.g. Signature Scholarship Program, Archdiocesan aid, the Black Student Fund). CPE encourages you to explore every possibility.

List all other financial aid programs from which the student is currently receiving aid. Failure to list additional sources of aid, may jeopardize eligibility into the program.

What public high school would the student attend if not accepted at a private high school in 2010-2011?

How did you first hear of Capital Partners for Education?

**E. Mentoring Participation**

Do you have a mentor, or have you had one recently? YES NO

All CPE students are paired with an adult mentor while they are in the program.

Are you willing to participate in this aspect of the CPE program? YES NO

**Financial Information**

**F. Parents'/Guardians' 2008 Income and Benefits**

2008 Adjusted Gross Income (IRS Form 1040, or 1040A, or 1040EZ) \$ \_\_\_\_\_

**G. Parents'/Guardians' Present Assets**

Total cash, savings, checking accounts, brokerage, investment, insurance, mutual funds: \$ \_\_\_\_\_

Please check:  Own home  Rent home Monthly Mortgage or Rent: \$ \_\_\_\_\_

**H. Information about Non-custodial Parent (If Applicable)**

(To be answered by the parent who completes this form, if the student's parents are divorced, separated, or were never married to each other)

Who last claimed this student as a tax exemption in 2008?

\_\_\_\_\_

How much are the non-custodial parent and/or other relatives (grandparents, aunts, uncles, adult siblings) able to contribute to the student's education for the 2010-2011 school year?

\$ \_\_\_\_\_

**I. Information on Private School Affordability**

Private school tuitions have been steadily increasing over the past few years and will most likely continue to do so. Please explain your plan for meeting the gap between financial aid and the families' tuition responsibilities. If more space is needed, use separate sheets of paper.

Please print.

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**J. Information on Tuition Payment Plan**

If the tuition payment plan above includes help from family and/or friends, please provide information on this/these person(s) below. It's likely that we will require financial information and a statement of intent from listed individuals. If more space is needed, use separate sheets of paper.

Please print.

Person's relationship to applicant's family \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Work Address \_\_\_\_\_ Work City/State/Zip \_\_\_\_\_

Family Size \_\_\_\_\_ Occupation \_\_\_\_\_

employer \_\_\_\_\_

self-employed  unemployed; since (date) \_\_\_\_\_ Years at current position \_\_\_\_\_

Person's relationship to applicant's family \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Work Address \_\_\_\_\_ Work City/State/Zip \_\_\_\_\_

Family Size \_\_\_\_\_ Occupation \_\_\_\_\_

employer \_\_\_\_\_

self-employed  unemployed; since (date) \_\_\_\_\_ Years at current position \_\_\_\_\_





3. Please explain why you would like to attend private high school. Include reasons for selecting your school of choice (*at least 5 sentences*).

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4. Describe some of your hobbies and talents and tell us how you see yourself today. At the conclusion, name three goals you want to accomplish by the time you graduate from high school (*at least 5 sentences*).

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5. Describe one person in your life (family member, friend, coach, pastor, etc.) whom you trust will support you and help you achieve your goals. How is this person special and different from other people in your life? (*at least 5 sentences*)

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\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**Part Three, Recommendation Form**

**(Please return completed recommendation to the address at the bottom of the page.)**

This recommendation should be completed by an adult from the applicant's school, church or community organization. This person should be able to comment on the student's interests, abilities and potential. **If the student has used a recommendation form similar to this one, a copy of that form may be submitted to CPE in place of this one.**

Student's Name \_\_\_\_\_

Name of Recommender: \_\_\_\_\_  
*Mr./Ms./Mrs. First Name M.I. Last Name*

Position/Title: \_\_\_\_\_

School/Organization Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Phone Number: (\_\_\_\_) \_\_\_\_\_

In what capacity do you know the student? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Describe the student's strengths and academic performance in relation to that of other students in his/her current school, church or community organization.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the applicant's academic as well as extra-curricular interests and talents.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Share relevant insights you have, if any, to the applicant's family financial status and needs (please be as specific as possible).

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List any special circumstances (e.g., academic, health) known to you that might be helpful to us in considering the applicant for our program. General comments are welcome.

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Signature \_\_\_\_\_

Date \_\_\_\_\_