

## Complete the Scholarship Request Form

Complete one (separate) application for each eligible student

## Return the completed, signed request form to the school office

Include the following with your application:

- Student's Birth Certificate
- Proof of Residence
  - Utility bill (gas, water, electric)
  - Lease Agreement

*Documentation must be in the parent/guardian's name.*

*Please visit the ODE website for other accepted forms of residency documentation.*

## \*Create your OH ID Account

## \*Set up your OH ID Profile

## \*Complete Your Income Verification through the ODE App

*\*Step-by step instructions have been included for your reference*

# Frequently Asked Questions

### Why do I have to fill out the Scholarship Request Form?

An application is required for each eligible student in order to receive the scholarship award.

### Why do I have to complete income verification?

Income verification is required to determine the scholarship amount awarded. It is only required the first year of application. Income verification will only be required in subsequent years if a family wishes to qualify for LIQ status and tuition balance write-off OR if a family's income has decreased and the family would qualify for a higher level of scholarship award.

### Will my information be shared?

Information submitted will be used only to determine the student award. Information is protected and will not be shared.

### I have already completed income verification for the ACE program. Do I have to complete that step again?

Yes. Parents must currently submit their income verification through both the Income-Verification app and the ACE app.

### Is there a deadline to apply?

Applications will be accepted throughout the school year. However if your application is not received by the Ohio Department of Education for processing by October 1st (including income verification), your student's scholarship will be awarded at a pro-rated amount.



Have Questions? Need Assistance? We're here to help!

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