

December 2010

Dear Scholarship Applicant:

We are pleased to enclose an application for a Catholic Foundation of Oklahoma Inc. scholarship for the academic year 2010-2011. **It is important that all forms and required information be submitted to this office NO LATER THAN Friday, APRIL 16, 2010 – APPLICATIONS MUST BE IN THE OFFICE – NOT POSTMARKED APRIL 16, 2010** in order for your application to be considered. Applications are considered complete **only** if the following items are received by the stated deadline:

- Completed application (form enclosed);
- Recommendation from your pastor or Catholic chaplain (form enclosed);
- Recommendation from your high school principal or college advisor (form enclosed);
- An official high school or college transcript and official ACT/SAT or MCAT scores
- A copy of your and your parent's 2009 Federal Income Tax return. If you are independent of your parents financially then we only need your Federal Income Tax Return and a statement regarding independence. If your parents are divorced we will require both parents' return. The non-custodial parent may mail their return directly to the Catholic Foundation office. If your income is from farming, we will require both 2008 & 2009 returns. We only need the first part of your return up to where it shows your adjusted gross income. If you feel we need more information than is on the summary sheets, please feel free to provide that also.

**If you are receiving your application via our website or e-mail you need to know the following:**

1. There are two pages that have "Applicant Fill Out This Side" that are the back side to the recommendations for the pastor and principal/dean. The one that says PARISH BACKGROUND under your name goes with the pastor's recommendation so he will have information about you. The one that says EDUCATIONAL INFORMATION under your name is for the principal or dean. You can either copy them on the same piece of paper or staple them together.
2. When you ask your pastor, principal/dean/advisor to do your recommendation it is suggested that you give them a stamped envelope addressed to the Catholic Foundation (our address is on the application) as a courtesy and it will also help in getting your recommendation returned in a timely manner.

During the 2009-2010 academic years, The Catholic Foundation awarded over sixty scholarships. However, the number of scholarships can vary from year to year and is usually determined at the time the scholarships are awarded.

**It is the applicant's responsibility to make sure all materials arrive on or before April 16<sup>th</sup>. In order to be fair to all applicants, we request that you do not ask us to make an exception should some of the required materials for your application come to our office after the deadline.**

If you have any other questions, please contact me at any time.

Sincerely,

Toby Boothe  
Administrative Assistant  
405-721-4115  
405-721-4114 – Fax  
tboothe@catharchdioceseokc.org