Fall 2020 School Student Verification Instructions

Important Instructions

Attached is your fall student verification form for your FY21 scholarship recipients. The verification form serves as the record of scholarship recipients’ award amounts and grades. An accurate documentation of students’ information, confirmed by the schools, is crucial to CSF’s processes. CSF payouts and budgets are based on currently enrolled scholarship recipients. *Your school’s payout will rely on the information confirmed on CSF’s verification forms throughout the year.*

School Actions

- **Confirm Award Recipient Information and Award Amount**
  - Place a check in the highlighted area to confirm student’s name and grade. Make corrections directly on the form.
  - Place a check in the highlighted area to confirm each student’s enrollment.
  - You cannot make changes to the award listed on the verification.
  - For withdrawn students, complete the form at [https://csfboston.smapply.org/](https://csfboston.smapply.org/). You may not re-assign the awards.

- **Update your School’s FY21 Primary, Secondary, and Pastor Contact and Banking Information if Needed**
  - Please update banking information via phone only to Yearam Kang, data manager, 617-398-5450.
  - We will use the most recent contact and banking information if no update is made.

- **Complete the CSF Requested Actions Listed on the Verification Form**
  - An explanation of CSF requested actions are included below.

- **Sign and Return All Pages of the Verification Form by October 30, 2020 via email only to allocations@csfboston.org**
  - This deadline is a critical part of CSF’s distribution process.
  - Your school’s November distribution may be delayed if it received after the deadline.

Verification Form Requested Actions/Notes*

<table>
<thead>
<tr>
<th>“High Income: Explain family’s financial need”</th>
<th>Our average scholarship recipient’s family has a per capita income of $12,000. This family far exceeds that amount. Please provide a brief explanation of why this family has a financial need for review by CSF.* **</th>
</tr>
</thead>
</table>
| “No Award: Give reason, detail withdrawal online” | This student received a guaranteed CSF scholarship award in 2019-2020, but was not assigned an award in FACTS by the deadline. Please indicate why this student is NOT receiving an award for 2020-2021 using one of the reasons below.  
1. Did Not Apply  
2. Did Not Qualify  
3. Assigned Other Aid  
4. Withdrawn  
Withdrawals must ALSO be detailed online: [https://csfboston.smapply.org/](https://csfboston.smapply.org/) |
| No Award: Withdrawn; Complete Withdrawal Report | This student has been noted as withdrawn, but additional information is needed. Please provide details on the withdrawal online at: [https://csfboston.smapply.org/](https://csfboston.smapply.org/) |
| “Wrong Award Amount: Re-assign as value listed” | Our one-to-one scholarship program guarantees students receive the same amount of aid each year as long as they remain enrolled and continue to apply and qualify for aid. Award amounts may not be changed year-to-year. Please re-assign in your records as the value listed on the verification form. |

*OTHER COMMENTS on the verification form that are not listed above are internal notes or for informational purposes only. These may include: if a student has transferred from a closed Catholic school, if the student qualified for a 5% cost of living increase, or when additional aid was granted. **No action is needed for these comments.**

**PLEASE NOTE CSF reserves the right to decline scholarships that do not align with its mission or do not meet deadlines. All grant criteria may be found [here](https://csfboston.smapply.org/).**