



**PINE FORGE ACADEMY FOUNDATION, INC.
LIST OF AVAILABLE STUDENT ASSISTANCE SCHOLARSHIPS
FOR THE 2009-2010 ACADEMIC YEAR
REVISED JULY, 2009**

TO APPLY FOR A SCHOLARSHIP (Students or Parents Only)

- 1. STUDENTS AND THEIR PARENTS ARE RESPONSIBLE FOR COMPLETING AND SUBMITTING APPLICATIONS DIRECTLY TO THE FOUNDATION.**
- All completed applications must be submitted to the PFA Foundation, Inc. Office on or before **August 15** for consideration of an award for the Fall semester; and by **December 15** for consideration of an award during the Spring semester. **These deadlines will be strictly adhered to ensure timely processing. Exceptions will require a waiver by the Board Chair.**
- The PFA Foundation office will time stamp and perform quality assurance of each application to ensure it is complete, accurate and in compliance with any restrictions or guidelines provided by the Benefactor(s) and the Foundation's Endowment and Scholarship Committee as stated in the document describing the purpose and eligibility criteria of the award.
- The PFA Foundation Office will prepare the packets for review and attach a cover sheet checklist verifying all appropriate documents are attached and in order, as requested by the Benefactor and the Scholarship Committee.
- The checklist will be dated with the signature of the individual who reviewed the packet for completion and accuracy prior to forwarding it to the PFA Foundation Endowment and Scholarship Committee Chair.
- All packets will be prepared with a master list of submissions no later than two weeks before the scheduled meeting of the PFA Foundation Endowment and Scholarship Committee to review the applications and ensure adequate time for processing approved awards.

Note: All request or applications must be submitted to the PFA Foundation Office or the Principal's Office(will forward to the PFA Foundation Office before August 15th for the Fall semester and April 15th for the Spring semester-no exceptions.

TO ESTABLISH AN ANNUALLY FUNDED SCHOLARSHIP FUND:

- You can establish an annual scholarship fund for as little as \$250, plus a one-time set-up fee of \$25 to cover administrative maintenance and support.***
- Simply go to the PFA Foundation website at www.pfafoundation.org and download the forms to establish the scholarship.
- Send in a completed form with a check for \$250, plus the one-time set-up fee of \$25. The scholarship will be established within five business days of receipt of the opening check. Forms may be faxed to the PFA Foundation Office at (216) 851-1020 or mailed to: Pine Forge Academy Foundation, Inc., 540 East 105th Street, Suite 245, Cleveland, Ohio 44108, Attention: Raland Hatchett, Chief Administrative Officer.
- You will receive a written acknowledgement of the fund and receive an annual report on the balance of your fund.
- For your convenience, you can contribute to your fund at any time by: mail, online, or by phone.

TO ESTABLISH AN ENDOWED SCHOLARSHIP FUND

- **You can establish an Endowment Fund for as little as \$250, plus a one-time nominal set-up fee of \$25. The fund must reach a balance of at least \$10,000 within five years of the date of establishing the fund.**
- You can establish an endowment *In Honor Of* or *In Memory Of* a special person, group or organization.
- Simply go to the PFA Foundation website at www.pfafoundation.org and download the forms to establish the endowment. Forms can also be faxed or mailed by calling the PFA Foundation office at (216) 851-1018.
- Submit the completed forms with a check for at least \$250, plus the set-up fee of \$25 and the endowment fund will be opened within five business days.
- You will receive a written acknowledgement of the fund and will receive an annual report on the balance in your fund, expenses and any changes in balance due to withdrawals, credits for earnings or fees assessed.
- You can contribute to your fund at any time by : mail, online or by phone.
- The Foundation will assess an annual fee of \$25 for all endowed funds to cover administrative service fees for the financial advisor and other operating costs.
- A benefactor may begin to award a scholarship from your fund at any time, but the fund balance must be a minimum of at least five years of annual awards or a minimum balance of at least \$1,000 in the fund balance, whichever is the lowest, at all times to make the minimum amount of the annual award.
- **Note:** Withdrawals may require additional contributions to the fund in order to reach the \$10,000 limit within five years. If the fund does not reach \$10,000 within five years from the date of inception of the fund, the Foundation may award the balance of the funds, transfer the funds to an existing fund or closeout the fund and move the funds to the General Operating Fund.

JOIN OUR “LEAVING A LEGACY” SOCIETY (The Planned Giving Program)

Remember Pine Forge Academy in your estate planning, such as a will, trust, insurance agreements or other documents in which the Academy is the named beneficiary. By naming PFA in the estate plan, you are leaving a lasting legacy through your gift. For information and assistance, The Foundation has a Legacy service which connects estate attorneys across the network through a referral network. We have arrangement with legal resources to assist you.

Note: *The Foundation does not provide investment guidance and does not set up estate plans. This service is provided by certified expertise.*