

***Admission to Saint Charles Borromeo Seminary – Intellectual Formation Program Only (non-resident)***

Applicants to Saint Charles Borromeo Seminary who are sponsored by a Religious Community or (Arch) Diocese who are applying for the intellectual formation program alone will need to complete the following items:

1. Cover letter from the Vocation Director or Religious Superior verifying baptism, confirmation, psychological evaluation and medical history.
2. Saint Charles Borromeo Seminary Application for Admission (pages 1-8 only)
3. Autobiography
4. Photograph: A passport or wallet size photograph of the applicant.
5. Academic Records
  - a. Transcripts
  - b. SAT or ACT Standardized Testing Results
  - c. TOEFL Results (if required)



**SAINT CHARLES BORROMEO SEMINARY**  
 100 EAST WYNNEWOOD ROAD, WYNNEWOOD, PENNSYLVANIA, 19096

**Application for Admission  
 Non-Resident (Intellectual Formation Only)**

Last Name		First Name	Middle Name
Social Security Number		Sponsoring Diocese or Religious Community	

**Contact Information**

Street Address		P.O. Box	Apartment Number
City		State	Zip Code
Home Phone	Cell Phone	Work Phone	
Email Address			
Driver's License Number and State where issued		Will you have a car on campus?	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>

**General Background**

Date of Birth	Place of Birth (City, State)	
Date of Baptism	Place of Baptism (Parish, City, State)	
Date of Confirmation	Place of Confirmation (Parish, City, State)	Confirmed by

**Home Parish**

Parish		Pastor	
Street Address			P.O. Box
City		State	Zip Code
Phone 1		Phone 2	

**Country of Citizenship**

Are you a citizen of the United States of America?		Yes	No
If no	Of what country are you a citizen?		
	Do you have a visa for your stay in the United States?	Yes	No
	Visa Type		
	Visa Number		
	Do you need help with an I-20?*	Yes	No
<p><i>A copy of your visa should be submitted with your application.</i></p> <p><i>*An I-20 Application Form is available from the Admissions Office.</i></p>			

**Ethnic Background:**

<b>HISPANIC OF ANY RACE</b>	
<b>NONRESIDENT ALIEN</b>	
<b>RACE AND ETHNICITY UNKNOWN</b>	
<b>FOR NON-HISPANICS ONLY:</b>	
<b>AMERICAN INDIAN OR ALASKA NATIVE</b>	
<b>ASIAN</b>	
<b>BLACK OR AFRICAN AMERICAN</b>	
<b>NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER</b>	
<b>WHITE</b>	
<b>TWO OR MORE RACES</b>	
<b>OTHER: PLEASE SPECIFY</b>	
<p><b><i>TO COMPLY WITH FEDERAL LAW, SAINT CHARLES BORROMEEO SEMINARY IS REQUIRED TO PROVIDE THE ABOVE RACIAL/ETHNIC INFORMATION TO THE U.S. DEPARTMENT OF EDUCATION. THIS INFORMATION IS VOLUNTARY, DOES NOT ENTER INTO ADMISSIONS DECISIONS, AND WILL NOT BE USED FOR ANY OTHER PURPOSES.</i></b></p>	

***Military Service:***

Selective Service Number			
Have you ever served in the Armed Forces		Yes	No
If Yes	Branch of Service		
	Dates of Service (MM-DD-YY to MM-DD-YY)		
	Date of Discharge (MM-DD-YY)		
	Type of Discharge		
	Are you presently on Active Duty?	Yes	No
	Are you presently in the Reserves of the Armed Forces?	Yes	No
<i>If you are presently on active duty or in the reserves please give details of your service requirements. A copy of your discharge should be submitted with the application.</i>			

***Family Information***

***Father:***

Name (First, Middle Initial, Last)	Religion	Living or Deceased	
		Living	Deceased
Address: Street	City	State	Zip Code
Home Phone	Work Phone	Cell Phone	
Occupation			

***Mother:***

Name (First, Middle Initial, Last)	Religion	Living or Deceased	
		Living	Deceased
Address: Street	City	State	Zip Code
Home Phone	Work Phone	Cell Phone	
Occupation			

***Parents Marital Status***

Sacramental and Civil Marriage		Widowed and Remarried	
Civil Marriage		Divorced	
Separated		Divorced and Remarried	
Widowed			

***Step Parent/s (if applicable)***

Name	Religion	Living or Deceased	
		Living	Deceased
Address: Street	City	State	Zip Code
Name	Religion	Living or Deceased	
		Living	Deceased
Address: Street	City	State	Zip Code

***List of Siblings***

Name	Date of Birth	City, State/Country

***Emergency Contact Information***

***Emergency Contact I***

Name (First, Middle Initial, Last)		Relationship to Applicant	
Address: Street	City	State	Zip Code
Home Phone	Cell Phone	Work Phone	
Employer	Employer's Address		

***Emergency Contact II***

Name (First, Middle Initial, Last)		Relationship to Applicant	
Address: Street	City	State	Zip Code
Home Phone	Cell Phone	Work Phone	
Employer	Employer's Address		

## Educational Background

<i>If accepted into Saint Charles Borromeo Seminary, for which program and class are you applying?</i>			
<b>College Division</b>		<b>Theology Division</b>	
I College		I Theology	
II College		II Theology	
III College		III Theology	
IV College		IV Theology	
Pre-Theology I			
Pre-Theology II			

## Standardized Testing Scores:

SAT				ACT
Critical Reading	Math	Writing	Total	Total

## Language Ability (ies)

Is English your native language?			Yes	No
If No, Please Provide TOEFL Score*				
Please list languages besides English which you use and indicate your level of proficiency.				
Language	Listen	Speak	Read	Write
*TOEFL required for anyone whose native language is not English				

## Advanced Placement Courses

Have you successfully completed any advanced placement course? If so please indicate the institution, the name of the course, the date completed, and the grade obtained in the course. <b>Official documentation verifying this information should be included in the application.</b>			
Course	Institution	Date Completed	Grade

***Elementary/Middle School/s***

Dates Attended (YYYY-YYYY)	Name of Institution	City	State	Graduation Year

***High School/s***

Dates Attended (YYYY-YYYY)	Name of Institution	City	State	Graduation Year	Class Rank	GPA



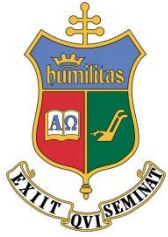
***Colleges or Universities***

Dates Attended (YYYY-YYYY)	Name of Institution	City	State	Graduation Year	GPA	Degree Earned

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





**SAINT CHARLES BORROMEEO SEMINARY**  
100 EAST WYNNEWOOD ROAD, WYNNEWOOD, PENNSYLVANIA, 19096

## Autobiography

Name: \_\_\_\_\_

# AP Courses Equivalency

## Arts

- [AP Art History](#) –HUM 301

## English

- [AP English Language and Composition](#) –ENG 101
- [AP English Literature and Composition](#) –ENG 105/English elective

## History & Social Science

- [AP European History](#) –HIS 101
- [AP Psychology](#) –PSY 201
- [AP United States Government and Politics](#) –Social Science Elective
- [AP United States History](#) –Social Science Elective
- [AP World History](#) –HIS 101

## Math & Computer Science

- [AP Calculus AB](#) –MTH 106
- [AP Calculus BC](#) –MTH 106

## Sciences

- [AP Biology](#) –BIO 201

## World Languages & Culture

- [AP Latin](#)—LAT 105
- [AP Spanish Language and Culture](#) –SPA 401
- [AP Spanish Literature and Culture](#) –SPA 402



**SAINT CHARLES BORROMEIO SEMINARY**  
100 EAST WYNNEWOOD ROAD, WYNNEWOOD, PA, 19096

## Financial Aid Form

Supporting Saint Charles Borromeo Seminary's commitment to helping seminarians meet educational costs is the Financial Aid Department, which assists seminarians in obtaining grants and loans to help meet education expenses.

No man interested in Saint Charles Borromeo Seminary should hesitate to apply because of financial circumstances. The Financial Aid Department will help make it financially possible for an applicant to enroll.

Saint Charles Borromeo Seminary's Financial Aid Department coordinates the awarding of institutional funds with aid from government agencies. Thus, financial aid is usually awarded in "packages" (combinations of "gifts" and "self-help") according to federal, state, and seminary regulations. Each "package" is individually designed according to the seminarian's (or family's) financial need.

Saint Charles Borromeo Seminary participates in the Federal Direct Student Loan Program, the Federal Pell Grant Program, the Supplemental Educational Opportunity Grant Program, and the Pennsylvania Higher Education Assistance Agency (PHEAA) Grant Program. Besides these federal and state programs, financial aid may also be provided by private donors and foundations. All these dollars are disbursed in the form of grants, scholarships and loans.

Grants and scholarships are "gifts" to the seminarian which do not have to be repaid. These two forms of aid may carry certain requirements which the seminarian must meet in order to qualify. Loans are monies which must be repaid to the lender by the seminarian. These are usually characterized by interest rates and monthly payments which are much lower than personal loans.

If you have not already done so, please complete a Free Application for Federal Student Aid (FAFSA) form (available online at [www.fafsa.gov](http://www.fafsa.gov)).

Any questions regarding financial aid can be directed to the Financial Aid Office at 610-785-6582.

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## **Academic Transcripts and Loan Deferment Instructions**

### ***Academic Transcripts***

The applicant must submit certified original transcripts of academic credits from high school and every college or university attended regardless of the number of courses taken.

These transcripts must be official, bear the seal of the institution, and be mailed directly from the institution to the Chairman of the Saint Charles Borromeo Seminary Admissions Committee. Photocopies cannot be accepted in place of official transcripts.

Transcript requests must be made in writing by the applicant. Requests require the applicant's signature and, in most instances, must be accompanied by a transcript fee. If the sponsoring (arch) diocese or religious community needs official transcripts for its files, the applicant may wish to reduce costs by submitting one request to a school asking that official transcripts be sent to multiple destinations.

Transcripts are released solely for the use of the recipient. For this reason, official transcripts should not be sent by the vocation director to Saint Charles Borromeo Seminary.

Academic transcripts are used to verify the applicant's educational background and to determine academic placement. They also must be available for examination by financial aid auditors.

### ***Deferment Forms***

If an applicant has had a student loan, he may be eligible to defer payment on the loan. It is essential that he file a student deferment form at the start of his seminary studies.

It is the applicant's obligation to contact the school or agency which granted the loan to obtain deferment forms. This should be done prior to entering Saint Charles Borromeo Seminary. The forms should be completed by the applicant and brought to the Office of the Registrar.



SAINT CHARLES BORROMEIO SEMINARY, OVERBROOK  
OFFICE OF FINANCIAL AID SERVICES

100 E. Wynnwood Road  
Wynnwood, PA 19096  
(610) 785-6582

E-Mail: [ndowney@scs.edu](mailto:ndowney@scs.edu) Office Hours Wednesdays  
Campus Location: Room 177-Theology Building

## Student Financial Aid Application Process For the 2017-2018 Academic Year

This mailing contains financial aid application materials to be reviewed and completed by you and your family if you wish to be considered for financial aid for the 2017-2018 school year. **To be considered for a grant, you must have a complete financial aid application with the Office of Financial Aid Services not later than April 15th for the 2017-2018 academic year (steps one and two below).** Please read through all of the instructions before you begin. We also suggest that you keep photocopies of all of the forms you have completed before mailing them, noting the date and address to where they were mailed.

Student financial aid programs that can be applied for with this process include:

- Federal Pell Grant (undergraduate only)
- Federal Direct Loan- subsidized and unsubsidized (undergraduate)
- Federal Direct Loan- unsubsidized only (graduate)
- Federal Supplemental Grant (undergraduate only)
- Pennsylvania Higher Education Assistance Agency (PHEAA) State Grant (undergraduate residents of Pennsylvania only)

### STEP ONE - FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) APPLICATION

**Saint Charles Seminary School Code: 016229**

The 2017-2018 FAFSA is available and may be completed on the World Wide Web at [www.fafsa.gov](http://www.fafsa.gov). **Before completing the FAFSA you will need to have a user name and password. If you are a Dependent Student your Parent will need a user name and password to sign the FAFSA.**

If you completed a FAFSA last year, you can complete a pre-filled 2017-2018 FAFSA online at [www.FAFSA.gov](http://www.FAFSA.gov). Review the information on your FAFSA and change or add information as needed, sign with your User Name and Password and submit the FAFSA.

## **STEP TWO - ST. CHARLES BORROMEIO SEMINARY APPLICATION FOR FINANCIAL ASSISTANCE**

Complete the enclosed 2017-2018 St. Charles Borromeo Seminary **Application for Financial Assistance**. The completed Application for Financial Assistance should be returned to the Office of Financial Aid as soon as possible.

## **STEP THREE – MASTER PROMISSORY NOTE (MPN) – FOR NEW BORROWER’S ONLY**

If you are interested in student loans, you must complete a Direct Loan Master Promissory Note (MPN), available online at [www.StudentLoans.gov](http://www.StudentLoans.gov). If you are a returning student and already received a Federal Direct Loan the original Master Promissory Note is good for ten years.

The Financial Aid Office must have your completed St. Charles Seminary Application for Financial Assistance, and results from your federal FAFSA form to complete the processing of your Federal Direct Student Loan MPN.

**All first time borrowers** are required to complete **entrance counseling** prior to receipt of a Federal Loan. You may complete the entrance counseling at any time prior to online completion of your Direct Master Promissory Note. Go to [www.StudentLoans.gov](http://www.StudentLoans.gov) and click on Entrance Counseling to complete this requirement.

## **STEP FOUR – REQUEST AN IRS TAX RETURN TRANSCRIPT**

To ensure accuracy of tax information and reduce the likelihood of being selected for Verification you and your parents should use the IRS Data Retrieval Tool when completing the FAFSA. This allows most tax filers to pull specific tax return data directly from the IRS. If you are unable to use the IRS Data Retrieval Tool on the FAFSA and you are selected for verification\* you will need to request a transcript, free of charge, of your 2015 tax return from the IRS online:

### Online Request

- Available on the IRS website at [www.irs.gov](http://www.irs.gov)
- Under the Orange Tool Heading click on “Get Transcript of Your Tax Record”
- You want to request a Tax Return Transcript”
- You can get a “Get a Transcript Online” or “Get a Transcript by Mail”. The Transcript Online is preferable. A Transcript by Mail can take 5 to 10 days to receive.

\*Each year, the U.S. Department of Education selects a percentage of students who completed the Free Application for Federal Student Aid (FAFSA) to have their income and other information verified by the Financial Aid Office. This process is called *verification*. If you are selected for verification, the Office of Financial Aid will ask you to submit a completed Verification Worksheet and your 2015 IRS Tax Return Transcript and your parent’s 2015 IRS Tax Return Transcript, if dependent. Instructions for obtaining the 2015 IRS Transcripts are listed under Step Four. If requested to submit these forms, please do so as quickly as possible. We will not be able to continue processing without these forms.

The forms should be returned to:

Office of Financial Aid  
St. Charles Borromeo Seminary  
100 E. Wynnewood Road  
Wynnewood, PA 19096

## **PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY (PHEAA) STATE GRANT PROGRAM**

This process is required only for undergraduate students who are Commonwealth of Pennsylvania residents and who are enrolled at least half-time. **The Application deadline for the State Grant Program is May 1<sup>st</sup>.**

The Pennsylvania Higher Education Assistance Agency (PHEAA) will use information submitted on a 2017-2018 FAFSA to consider students for a PHEAA State Grant. For some students, PHEAA will also request additional information and email/send you a **2017-2018 Information Form**. If you receive this form, complete and return it directly to PHEAA. If you have questions about the application process for a 2017-2018 PHEAA Grant, you may contact them directly. Their address is PHEAA, 1200 N. 7<sup>th</sup> Street, Harrisburg, PA 17102. Their phone number is 1-800-692-7392. Your eligibility for a PHEAA Grant will be used in determining your total financial aid award.

## **FEDERAL STUDENT AID REPORT (SAR)**

After you complete the FAFSA, the federal processing center will email/send your **2017-2018 Student Aid Report (SAR)** to your home address, or your e-mail address. When you receive your SAR—generally within one to two weeks after you complete your FAFSA—carefully review it for accuracy. If any of the information on your SAR is incomplete or inaccurate, correct it according to instructions provided on the SAR. Make corrections directly over the web. The federal processing center will forward the results from the processing of your FAFSA directly to St. Charles Seminary. You may keep your original, correct SAR for your records. If you do not hear from the federal processing center within three weeks, you should contact them directly at 1-800-433-3243.

### **SOME FINAL NOTES**

#### **Family Financial Verification...**

Your financial aid awards will be made based on financial and other family information submitted by you and your family. In applying for and receiving these awards, you agree to provide any additional financial and other pertinent information to the Financial Aid Office to document your eligibility, if requested. St. Charles Seminary reserves the right to review this information and, if necessary, to adjust awards made based on inaccurate or incomplete information at the time corrected information is received.

#### **Overawards...**

If you receive financial aid from other sources, you are required to report this information to the Financial Aid Office. Other sources include, but are not limited to, other outside private grants and scholarships. If the total of your financial aid exceeds your demonstrated federal student aid eligibility, (or, in some cases, the total cost of education) the Financial Aid Office may be required to reduce or cancel awards made to you from federal or state funds.



**Satisfactory Academic Progress...**

You are required to make satisfactory academic progress and remain in good academic standing with St. Charles Seminary in order to retain your eligibility for financial aid. An annual evaluation is made of your academic performance. Specific guidelines and information concerning academic progress and standing are available on request from the Financial Aid Office.

**Questions...**If you have any questions about this process, please call 610-785-6582.

**SAINT CHARLES BORROMEIO SEMINARY, OVERBROOK**  
100 EAST WYNNEWOOD ROAD  
WYNNEWOOD, PENNSYLVANIA 19096  
Telephone (610) 785-6582

*Application for Financial Assistance*

**ACADEMIC YEAR 2017/2018**

Once completed and signed, return this application to the Seminary Financial Aid Office.

**EVERY applicable item MUST be completed.**

**Please TYPE or PRINT in INK.**

I wish to apply for financial assistance for the 2017/2018 academic year.

1. Name \_\_\_\_\_ 2. \_\_\_\_\_  
(Last) (First) (Middle) Social Security Number

3. Permanent Address \_\_\_\_\_  
(Street) (Apt. No.)

\_\_\_\_\_ 4. Telephone ( ) \_\_\_\_\_  
(City) (State) (Zip) (area code)

E-Mail Address: \_\_\_\_\_

5. Sponsor: Diocese/Religious Order: \_\_\_\_\_

6. Applicant's Date of Birth: \_\_\_\_\_

7. Citizenship: \_\_\_ U.S. \_\_\_ Permanent Resident No. \_\_\_\_\_ \_\_\_ Other/Visa No. \_\_\_\_\_

8. My place of residence during the 2017/2018 academic year:

\_\_\_ Campus Dormitory \_\_\_ Other

9. Academic Grade Level for 2017/2018 \_\_\_ Freshman \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior  
\_\_\_ Pre-Theology \_\_\_ 1st Theology \_\_\_ 2nd Theology  
\_\_\_ 3rd Theology \_\_\_ 4th Theology \_\_\_ Graduate School of Theology

10. Number of Credits to be Attempted: \_\_\_\_\_ FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER

11. Do you qualify for Veterans Benefits? \_\_\_ Yes \_\_\_ No

If Yes \$ \_\_\_\_\_ per month for \_\_\_\_\_ months.

12. Are you receiving Social Security Benefits? \_\_\_ Yes \_\_\_ No

If Yes \$ \_\_\_\_\_ per month (Personal) \$ \_\_\_\_\_ per month (Parent/Guardian)

13. Please indicate any other assistance you expect to receive during the 2017/2018 academic year. (Example: Knights of Columbus scholarship, support from relatives, etc.):

Type	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____

14. Previous college education?  Yes  No If yes, list previous college(s) below:

COLLEGE OR UNIVERSITY	CITY & STATE	DATES ATTENDED (mo/yr)		DEGREE(S) EARNED
_____	_____	From ____/____	To ____/____	_____
_____	_____	From ____/____	To ____/____	_____
_____	_____	From ____/____	To ____/____	_____

16. I am interested in being considered for the following types of Financial Aid:

Federal Direct Loan (**Note: requires first time recipients to complete a Master Promissory Note online at [www.StudentLoans.gov](http://www.StudentLoans.gov)**)

Please indicate the total amount of Direct Loan you would like to borrow during the 2017/2018 academic year:  
\$ \_\_\_\_\_

Federal Supplemental Educational Opportunity Grant. (Undergraduate Students only)

**All students wishing to be considered for need based assistance must complete a 2017/2018 Free Application for Federal Student Aid (FAFSA)**

You may file the FAFSA on the Web at [www.FAFSA.gov](http://www.FAFSA.gov). The Title IV school code for St. Charles Seminary is 016229. You will need a User Name and password to sign your FAFSA.

**CASH MANAGEMENT STATEMENT**

If the total amount of your federal aid is greater than your tuition, room and board, you can authorize St. Charles Borromeo Seminary to use your financial aid credit balance to pay your other charges (room key deposit, etc.). You may rescind this authorization at any time prior to incurring any miscellaneous charges. You may NOT rescind this authorization once any such charges have been made.

**You must indicate your choice below in order to comply with federal regulations:**

If I have financial aid in excess of tuition, room and board:

I authorize St. Charles Borromeo Seminary to use my financial aid credit balance to pay miscellaneous charges on my tuition account

**OR**

I do not authorize St. Charles Borromeo Seminary to use my financial aid credit balance to pay miscellaneous charges on my tuition account. I understand that I will be responsible for remitting payment to these charges directly to the Financial Services Office.

**CERTIFICATION OF APPLICANT**

I hereby certify that:

1. I am a  full-time  part-time student in good standing as defined by the Office of the Registrar.
2. I will report immediately to the Financial Aid Office any change in the information on this application, as well as any financial aid that I may receive through agencies or organizations other than Saint Charles Borromeo Seminary.
3. I understand that the Seminary reserves the right to adjust its financial aid award to me in accordance with my financial need as reflected in the needs analysis report of the Free Application for Federal Student Aid (FAFSA).
4. All information submitted on financial aid forms is true, correct, complete and verifiable. The Seminary reserves the right to resolve discrepancies and to make adjustments as necessary and required.
5. If I am awarded financial aid, I will comply with all regulations pertaining to my award.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

**This form is also available at [www.scs.edu](http://www.scs.edu)**