



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

Application Instructions

Instructions for Admission to the Intellectual Formation Program

Thank you for your interest in Saint Charles Borromeo Seminary, Overbrook.

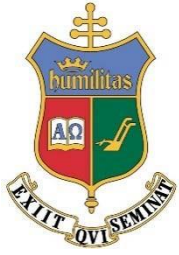
Applicants to Saint Charles Borromeo Seminary who are sponsored by a Religious Community or (Arch) Diocese who are applying for the Intellectual Formation Program also will need to complete the following items:

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 Non-Resident (Intellectual Formation Only).
3. Autobiography
4. Photograph: A passport or wallet size photograph of the applicant.
5. Academic Records to include Transcripts, SAT/ACT combined total, and TOEFL Results (required for any applicant for whom English is a second language).

All the required documents and materials listed above should be sent to Saint Charles Borromeo Seminary Admissions Office at the address listed below by **July 15** in order to qualify for admission to Saint Charles Borromeo Seminary for the following fall semester.

All admissions material should be sent by the Director of Vocations to:

Reverend Patrick J. Brady
Vice Rector
Saint Charles Borromeo Seminary
100 East Wynnewood Road
Wynnewood, PA 19096



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

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

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

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	

Country of Citizenship

Are you a citizen of the United States of America?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If no	Of what country are you a citizen?				
	Do you have a visa for your stay in the United States?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Visa Type				
	Visa Number				
	Do you need help with an I-20?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

A copy of your visa should be submitted with your application.

**An I-20 Application Form is available from the Admissions Office.*

Ethnic Background:

HISPANIC OF ANY RACE	<input type="checkbox"/>
NONRESIDENT ALIEN	<input type="checkbox"/>
RACE AND ETHNICITY UNKNOWN	<input type="checkbox"/>
FOR NON-HISPANIC ONLY:	
AMERICAN INDIAN OR ALASKA NATIVE	<input type="checkbox"/>
ASIAN	<input type="checkbox"/>
BLACK OR AFRICAN AMERICAN	<input type="checkbox"/>
NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	<input type="checkbox"/>
WHITE	<input type="checkbox"/>
TWO OR MORE RACES	<input type="checkbox"/>
OTHER: PLEASE SPECIFY	

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.

Military Service:

Selective Service Number:				
Have you ever served in the Armed Forces	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If Yes	Branch of Service:										
	Date s 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		
<p><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></p>											

Family Information

Father:

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

Mother:

Name (First, Middle Initial, Maiden Name)	Religion				
		Living	<input type="checkbox"/>	Deceased	<input type="checkbox"/>
Address: Street	City	State		Zip Code	
Home Phone	Work Phone	Cell Phone			
Occupation					

Parents Marital Status

Sacramental and Civil Marriage	<input type="checkbox"/>	Widowed and Remarried	<input type="checkbox"/>
Civil Marriage	<input type="checkbox"/>	Divorced	<input type="checkbox"/>
Separated	<input type="checkbox"/>	Divorced and Remarried	<input type="checkbox"/>
Widowed	<input type="checkbox"/>		

Emergency Contact II

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

Educational Background

<i>If accepted into Saint Charles Borromeo Seminary, for which class are you applying?</i>			
College	<input type="checkbox"/>	Spiritual Year	<input type="checkbox"/>
Pre-Theology	<input type="checkbox"/>	Theology	<input type="checkbox"/>

Standardized Testing Scores: (For Admission to College Seminary Only)

Combined SAT/ACT score:	Total Score:
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Language Abilities

Is English your native language?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
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/ or 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. Official documentation verifying this information should be included in the application.			
Course	Institution	Date Completed	Grade

Elementary/Middle School/s

Dates Attended (YYYY-YYYY)	Name/Location of Institution	Graduation Year

High School/s

Dates Attended	Name/Location of Institution	Graduation Year Class Rank/GPA

Colleges or Universities

Dates Attended	Name/Location of Institution	Graduation Year/GPA/Degree



SAINT CHARLES BORROMEEO SEMINARY

100 EAST WYNNEWOOD ROAD, WYNNEWOOD, PENNSYLVANIA, 19096

Tuition and Fees Academic Year 2019-2020

Through the generosity of the people of the Archdiocese of Philadelphia, the Seminary tuition and fees have been kept to a minimum so that no man sincerely interested in the priesthood will be deterred because of financial inability.

Annually the Board of Trustees of Saint Charles Borromeo Seminary reviews the costs related to the formation program and evaluates the fees for tuition, room and board, and services provided. Fees for 2019-2020 are:

	<u>Residents</u>				
	<u>Tuition</u>	<u>Room</u>	<u>Board</u>	<u>Fees</u>	<u>Total</u>
<u>College</u>	20,600	4,635	9,476	1,313	36,024
<u>Spiritual Year</u>	20,600	4,635	9,476	1,313	36,024
<u>Pre-Theology</u>	22,727	4,635	9,476	1,313	38,151
<u>Theology</u>	22,727	4,635	9,476	1,313	38,151
	<u>Non-Residents</u>				
<u>College</u>	20,600		1,648	1,313	23,561
<u>Pre-Theology</u>	22,727		1,648	1,313	25,688
<u>Theology</u>	22,727		1,648	1,313	25,688

All seminarians will be responsible to submit a \$25.00 deposit before receiving their room keys. This deposit is not included in the Tuition or Fees. The deposit must be in cash and will be refunded at the end of the year when the key is returned. If you should lose your key during the Academic Year, you will not receive a refund of your first security deposit and will be responsible to submit a second \$25.00 security deposit for the second key.

It is the obligation of each seminarian to provide his own books and supplies. Seminarians may join the Student Health Insurance Plan at the time the group permits. Membership in this or some similar hospitalization plan is recommended. Expenses of hospital confinement or treatments at a hospital must be met by the seminarian or his family.

Seminarians are encouraged to apply for financial aid through the Financial Aid Office (see Financial Aid documents).

An invoice for charges will be sent by the Finance Office to the Vocation Director of the sponsoring (arch) diocese or religious order at the beginning of each semester. Payment is due upon receipt of the statement.

Tuition payments can be mailed or paid in person at the Finance Office. The Seminary accepts MasterCard/Visa/Discover, cash, or checks. Payments should be payable to Saint Charles Borromeo Seminary and mailed to:

Saint Charles Borromeo Seminary, Attention: Finance Office
100 East Wynnewood Road, Wynnewood, PA 19096

Any questions regarding tuition payments can be directed to Barbara Coady, Director of Financial Services at (610) 785-6201.

15. Previous college education? _____Yes _____No If yes, list previous college(s) below:

College or University/Location	Dates Attended (month/year)	Degree(s) earned
_____	_____	_____
_____	_____	_____
_____	_____	_____

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**) Please indicate the total amount of Direct Loan you would like to borrow during the 2020/2021 academic year: \$_____.

____ Federal Supplemental Educational Opportunity Grant. (Undergraduate Students only)

All students wishing to be considered for need based assistance must complete a 2020/2021 Free Application for Federal Student Aid (FAFSA)

You may file the FAFSA on the Web at www.FAFSA.gov. The Title IV school code for St. Charles Borromeo 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.

Applicant Signature _____ Date _____

SAINT CHARLES BORROMEEO SEMINARY, OVERBROOK

Office of Financial Aid Services
100 East Wynnewood Road
Wynnewood, Pennsylvania 19096
Telephone (610-785-6582)

**Student Financial Aid Application Process
2020-2021 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 2020-2021 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 2020-2021 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 2020-2021 FAFSA is available and may be completed on the World Wide Web at 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 2020-2021 FAFSA online at 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 BORROMEEO SEMINARY APPLICATION FOR FINANCIAL ASSISTANCE

Complete the enclosed 2020-2021 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. 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 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 2018 tax return from the IRS online:

Online Request

- Available on the IRS website at 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 2018 IRS Tax Return Transcript and your parent's 2018 IRS Tax Return Transcript, if dependent. Instructions for obtaining the 2018 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 1st.**

The Pennsylvania Higher Education Assistance Agency (PHEAA) will use information submitted on a 2020- 2021 FAFSA to consider students for a PHEAA State Grant. For some students, PHEAA will also request additional information and email/send you a **2020-2021 Information Form**. If you receive this form, complete and return it directly to PHEAA. If you have questions about the application process for a 2020-2021 PHEAA Grant, you may contact them directly. Their address is PHEAA, 1200 N. 7th 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 **2020-2021 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.

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.

Financial Aid from Other Sources

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 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.

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