



SAINT CHARLES BORROMEO 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 BORROMEO 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		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	
<i>A copy of your visa should be submitted with your application.</i>					
<i>*An I-20 Application Form is available from the Admissions Office.</i>					

Ethnic Background:

HISPANIC OF ANY RACE			
NONRESIDENT ALIEN			
RACE AND ETHNICITY UNKNOWN			
FOR NON-HISPANIC ONLY:			
AMERICAN INDIAN OR ALASKA NATIVE			
ASIAN			
BLACK OR AFRICAN AMERICAN			
NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER			
WHITE			
TWO OR MORE RACES			
OTHER: PLEASE SPECIFY			
<i>TO COMPLY WITH FEDERAL LAW, SAINT CHARLES BORROMEO 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>			

Military Service:

Selective Service Number:					
Have you ever served in the Armed Forces	Yes		No		

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	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
	Are you presently in the Reserves of the Armed Forces?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
<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	<input type="checkbox"/>	Deceased	<input type="checkbox"/>	<input type="checkbox"/>
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"/>	<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"/>	<input type="checkbox"/>
Civil Marriage	<input type="checkbox"/>	Divorced	<input type="checkbox"/>	<input type="checkbox"/>
Separated	<input type="checkbox"/>	Divorced and Remarried	<input type="checkbox"/>	<input type="checkbox"/>
Widowed	<input type="checkbox"/>			

Step Parent/s (if applicable)

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

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	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*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. <i>Official documentation verifying this information should be included in the application.</i>			
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

Finance & Budget Committee Meeting
St Charles Borromeo Seminary
Approved Tuition Rates for the Academic Year

2021 - 2022

2021 - 2022 Tuition Rates					
	<u>Tuition</u>	<u>Room</u>	<u>Board</u>	<u>Fees</u>	<u>Total</u>
College Division	21,748	4,893	10,004	1,386	38,031
Spiritual Year	21,748	4,893	10,004	1,386	38,031
Pre- Theology Division	23,994	4,893	10,004	1,386	40,277
Theology Division	23,994	4,893	10,004	1,386	40,277
<u>Non-Residence</u>					
College	21,748	-	1,740	1,386	24,874
Pre- Theology Division	23,994	-	1,740	1,386	27,120
Theology	23,994	-	1,740	1,386	27,120
<u>Permanent Diaconate (Per Course):</u>					
	(A)				
Aspirancy	600	-	-	-	600
Year 1	550	-	-	-	550
Year I - Master's Program	1,200	-	-	-	1,200
<u>School of Theology Studies (Per Course)</u>					
	(B)				
Undergraduate	<i>Per course</i> 1,142			100	1,242
Graduate	<i>Per course</i> 2,013			100	2,113
Summer Sisters	<i>Per course</i> 2,013	1,597	896	100	4,605
Catechetical Institute	<i>Per course</i> 60	-	-	-	60
Church Ministry Institute	<i>Per course</i> 500	-	-	-	500

Note

(A) *Permanent Diaconate will pay the same tuition per course STS pays with the AOP paying any difference due to the lower payment received from the candidates. Candidates are required to take 2 courses a year*

(B) *The \$100 fee is per semester for the School of Theology Studies*

SAINT CHARLES BORROMEIO SEMINARY, OVERBROOK

100 East Wynnewood Road
Wynnewood, Pennsylvania 19096
Telephone (610-785-6582)

Application for Financial Assistance

ACADEMIC YEAR 2021/2022

Once completed and signed, return this with seminary application.

EVERY applicable item **MUST** be completed

Please **TYPE** or **PRINT** in **INK**.

I wish to apply for financial assistance for the 2021/2022 academic year.

Name:

1. _____ 2. _____
(Last) (First) (Middle) Social Security Number

3. Permanent Address : _____
(Street) (Apt. No.)

_____ 4. Telephone: _____
(City) (State) (Zip)

5. E-mail Address: _____

6. Sponsor: Diocese/Religious Order: _____

7. Applicant's Date of Birth: _____

8. U.S. Citizen: ____yes ____no Permanent Resident No.: _____ Other/Visa No. _____

9. My place of residence during the 2021/2022 academic year: Campus Dormitory ____ Other ____

10. Academic Grade Level for 2021/2022 ____ Freshman ____ Sophomore ____ Junior ____ Senior
____ Pre-Theology ____ 1st Theology ____ 2nd Theology ____ 3rd Theology ____ 4th Theology
____ Graduate School of Theology

11. Number of Credits Anticipated: ____ Fall ____ Spring ____ Summer

12. Do you qualify for Veterans Benefits? ____ Yes ____ No If Yes \$ ____ per month for ____ month

13. Are you receiving Social Security Benefits: ____ Yes ____ No
If yes \$ ____ per month (Personal) \$ ____ per month (Parent/Guardian)

14. Please indicate any other assistance you expect to receive during the 2021/2022 academic year. (Example:
Knights of Columbus scholarship, support from relatives, etc.):

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

SAINT CHARLES BORROMEO SEMINARY, OVERBROOK

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

Student Financial Aid Application Process 2021-2022 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 2021-2022 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 2021-2022 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 2021-2022 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 BORROMEO SEMINARY APPLICATION FOR FINANCIAL ASSISTANCE

Complete the enclosed 2021-2022 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 2019 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 2019 IRS Tax Return Transcript and your parent's 2019 IRS Tax Return Transcript, if dependent. Instructions for obtaining the 2019 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 2019- 2020 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.