February 6, 2012

Dear Parent/Guardian,

Congratulations on your scholar’s nomination to apply to Pre-College Programs! It is quite an accomplishment to be considered for these opportunities. Over the coming weeks, the Office of College Readiness at AFBHS will support your child as s/he prepares applications and financial aid forms for a number of these prestigious programs.

The enclosed materials provide information about the timeline and requirements for applications to, participation in, and completion of Summer Opportunities Pre-College Programs, a graduation requirement. This information is by no means comprehensive; it is intended to provide you with exactly the information you will need now, in order for you and your scholar to successfully undertake this endeavor over the coming six months. This packet includes:

1. AFBHS 2011-2012 Pre-College Policies
2. AFBHS 2010-2011 Summer Opportunities Pre-College Major Dates to Remember Calendar
3. AFBHS Policy for Summer Opportunities Financial Aid Distribution
4. AFBHS Summer Opportunities Request for Financial Documentation
5. AFBHS Pre-College Programs Payment Plan
6. AFBHS Pre-College Programs Parent Contract

Please be sure to keep a copy of this packet easily accessible for you and your scholar as we journey through this important process of securing a valuable experience for your scholar this summer. As always, you may reach out to me should you have any questions or concerns: [sabrinadawson@achievementfirst.org](mailto:sabrinadawson@achievementfirst.org) or 813-760-1016.

Sincerely,

Sabrina Dawson

Associate Director, College Readiness

Achievement First Brooklyn High School

AFBHS 2012 Pre-College Policies

Program Tuition & Financial Aid

Pre-college programs are an investment in a scholar’s education and college readiness. Total program tuition for most programs ranges from $3,000 to $8,000. All pre-college programs that AFBHS partners with provide generous need-based or merit-based financial aid to accepted applicants from our school. Additionally, need-based scholarships are available from AFBHS to further help families defray the costs of these programs.

Families should expect to contribute between $500 and $2,000 toward the expense of residential pre-college tuition/housing/ programming costs. The precise amount of the required family financial contribution will depend on:

* family income
* family size
* scholarship funds available from AFBHS
* whether or not the family has received pre-college scholarship aid from AFBHS in past years
* the financial aid policy of the hosting pre-college program
* $500 is the minimum contribution families should plan for, and a schedule of expected family contributions is provided on page 7.\*

When students submit financial documentation for program financial aid they are automatically eligible for school-funded financial aid. School financial aid is distributed according to a formula based on current-year Educational Opportunity Program “EOP” Eligibility Standards. The school's financial aid contribution and family contribution is determined after the program allocates financial aid towards a student's program costs.

The financial contribution required by families to make participation in a pre-college program a reality for your scholar can be challenging for some families. While ultimately every family is responsible for funding their scholar’s family contribution, AFBHS will provide guidance to scholars and families through structuring a letter-writing campaign in late March and April for scholars who are interested in leveraging their extended families’ help.

Additional program costs include transportation, books, and expenses (laundry, extra food, recreation). Each family is responsible for these costs; however, if the school has funding available, then small-scale grants can be made available to assist with these costs.

*\* Note for parents of freshmen: This is the last year that AFBHS will be providing pre-college scholarship aid and supporting pre-college applications for freshmen. Due to the constraints of our budget, in their sophomore year, members of the class of 2019 who are pre-college eligible and did not receive AFBHS pre-college funding during their freshman year will be given priority in financial aid considerations.*

Eligibility

Academic:

All students who earn a pre-college spot are high-achieving academically. Sophomore and junior students must have a GPA of AT LEAST 3.0 for first and second quarters; freshmen must have a GPA of AT LEAST 3.5 for first and second quarters. Priority consideration for individual programs is also granted to 10th and 11th grades students, who have not participated in a pre-college program in the past.

Character:

Students must have a strong character and attendance record and extremely strong teacher recommendations. Students must receive strong written and/or verbal recommendations from at least two academic teachers to be eligible for pre-college programming. If students cannot demonstrate that they are productive and cooperative in the school/classroom environment, then we cannot advocate for their placement in any off-site program.

In addition, scholars must be on silver level or above, in order to apply to pre-college programs. Scholars must maintain this merit level throughout the school year, in order to matriculate at their summer program. If a scholar were to face disciplinary action (Out of School Suspension) in the spring after acceptance to a pre-college program, their AFBHS scholarship would be revoked and our support of their application rescinded. The scholar would potentially lose his/her spot in the program, and the scholar’s family would potentially lose claim to any financial deposits with the program.

If a student had disciplinary issues in the 9th grade, but demonstrated maturity and growth in the 10th grade, then they can be considered for an opportunity the following summer.

Students dismissed from any former pre-college programs for any academic or disciplinary reasons forfeit their access to future pre-college programs that are offered through our school.

Application Timeline & Deadlines

There are hard deadlines that scholars must adhere to throughout the pre-college application season. Deadlines for program applications and financial aid applications are provided in the Summer Opportunities Program Catalog. Your scholar will have multiple deadlines throughout the winter and spring as s/he prepares applications and once accepted, submits required matriculation paperwork. . Scholars will not be permitted to submit late applications. Late submissions reflect poorly on our school and will rarely be considered by pre-college programs.

Students are required to attend ALL mandatory pre-college application workshops (Friday afternoons as specified in the attached calendar) until they complete applications for all target programs assigned to them. If a student does not attend a workshop, s/he is subject to losing his/her candidacy. If a student has a scheduling conflict with workshop dates, the student must provide a note from the parent and determine a make-up date with Ms. Dawson at least one week in advance.

Qualifying Programs

Pre-college programs are programs that take place on a college or boarding school campus with an academic focus. Most programs are residential; however, there are a handful of local pre-college programs that accept commuter students. Please refer to the Summer Opportunities catalogue for a comprehensive list of pre-approved of pre-college programs. If a scholar, through his/her own independent research, finds a pre-college program that is NOT on the pre-approved list, s/he can submit a request to have it reviewed by the Office of College Readiness for possible approval. Programs that have not been pre-approved will not qualify to fulfill a scholar’s Summer Opportunities graduation requirement. If you would like to have a program considered for approval, please complete the Summer Opportunities Program Pre-Approval online form.

The objectives of pre-college programs are as follows:

* To provide students who meet or exceed school academic standards with a challenging academic environment and, in some cases, to earn college credits.
* To expose students to college academic and social challenges and expectations.
* To provide students with an opportunity to interact with a diverse peer group and gain exposure to different cultural and social perspectives.
* To expose students to a population of students they will be competing with during the college application process and to better prepare them for that process.

Completion Requirements

All pre-college students are required to attend a three hour Reflection Workshop that takes place at AFBHS in the summer on a date after the program's completion. Students are required to complete reflection assignments and write thank-you notes to their program coordinators. The student will need to ensure that evaluation forms go to their supervisor for proof. The school will request grades and progress reports from each program to prove satisfactory completion of a program.

The Office of College Readiness exercises the discretion to remove or dismiss a scholar from the pre-college application process and/or from a pre-college program upon the program coordinator’s request. Families of scholars who are removed from or otherwise fail to complete a Pre-College program will be responsible for reimbursing the school for any scholarships or financial assistance provided by AFBHS toward the cost of the program and associated room, board and/or travel. The scholar will not receive credit toward the graduation requirement for an uncompleted program.

Required Forms, Payments & Documents for Applying

Application requirements vary by program but a standard application requires the following:

* Written Application and Parental Consent Forms
* Personal Statement/Essay
* Short Answers
* Current high school transcript/course schedule
* Teacher/Counselor Recommendations
* Financial Aid Application
* Supporting Financial Documentation

All families of pre-college scholars are required to submit their 2010 federal tax documentation, as detailed in the following pages. We cannot assist with procurement of financial assistance without full information and documentation. This documentation must be received by Ms. Dawson by January 26, 2012.

If accepted to a pre-college program, scholars and families will submit the family financial contribution to cover their portion of the program tuition directly to AFBHS. We will, in turn, submit a check for full payment – including the AFBHS scholarship – to the program. Family contributions should be delivered in the form of cash or money order; personal checks will not be accepted.

NOTE: Some programs require students to be U.S. citizens or have permanent residency status to qualify for financial aid.

AFBHS Summer Opportunities Pre-College 2012

Important Dates to Remember Calendar

Be sure to mark your calendars!

|  |  |  |
| --- | --- | --- |
| EVENT/DEADLINE | WHEN | NOTES |
| Mandatory AFBHS Pre-College Golden Ticket Dinner | January 25, 2012  6:00 pm @ AFBHS | All Pre-College eligible students and their parents |
| Financial documents and Pre-College Family participation contract DUE to Ms. Dawson | February 1, 2012 | See attached for details. |
| Pre-College Application Workshop #1 | February 3, 2012  1:00-5:00 PM @AFBHS | By invitation |
| Pre-College Application Workshop #2 | February 10, 2012  1:00-5:00 PM @AFBHS | By invitation |
| Pre-College Application Workshop #3 | March 2, 2012  1:00-5:00 PM @AFBHS | By invitation |
| Pre-College Application Workshop #4 | March 9, 2012  1:00-5:00 PM @AFBHS | By invitation |
| Fundraising Letter-Writing Campaign Work Session | March 14, 2012  6:00 PM @ AFBHS | Scholars and parents of families taking advantage of the letter-writing campaign must attend. |
| All matriculation forms DUE to Ms. Dawson | May 1, 2012 | Specific submission deadlines for programs’ participation contracts, medical forms, etc. may vary by program. |
| Mandatory Pre-College Pre-Departure Family Meeting | May 2, 2012  6:00 pm @ AFBHS |  |
| Departure for pre-college programs | Late June through mid-July | Exact program dates will vary by program; be sure to schedule your family vacations for late July/early August. |

AFBHS Policy for Summer Opportunities

Financial Aid Distribution

The steps below outline how Achievement First Brooklyn High School determines a family’s eligibility for financial support towards approved summer programs. This policy is intended to ensure that the school can meet the need of as many of our hard-working and deserving scholars as possible. We use the same guidelines and process as colleges and universities across the country in determining how much financial support a scholar will receive.

2011-12 EOP GUIDELINES

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Dependent Students** | | | **Family Size** | **Maximum Income** | | 2 | $33,900 | | 3 | $37,900 | | 4 | $43,800 | | 5 | $49,500 | | 6 | $55,800 | | 7 | $60,600 | | 8 | $65,400 | |

STEPS FOR DETERMINING FINANCIAL AID AWARD:

1. AFBHS calculates the expected family contribution to program costs.
2. Families submit financial documentation. (See AFBHS Summer Opportunities Request for Financial Documentation.)
3. AFBHS Office of College Readiness uses a formula based on EOP Eligibility Guidelines for 2011-2012 to determine a family’s expected financial contribution:

* Total Family Income: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* # of Dependents: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Receive Public Assistance? Y / N
* Percentage of income above EOP Eligibility Guidelines:

(EOP Eligibility for Household size - Family Income)

------------------------------------------------------------------------------

EOP Eligibility for Household Size

Therefore:

* Either: $500 minimum payment is due if:
* Student household income is dependent on public assistance and/or social security or disability payments;
* Student household income meets or is below EOP Eligibility requirements for household size.
* Or: Student’s % contribution to program total is determined by the % of household income above EOP Eligibility Guidelines.

1. AFBHS determines minimum and maximum family contribution.

Each student is expected to contribute a minimum amount to each program. This total can range from $50 to $500 depending on total program costs and AFBHS’s ability to supplement program costs. The maximum contribution is a cap to what we believe is possible for the top earners to contribute to program costs (usually does not exceed $2,000 for summer programs).

1. AFBHS determines the total program cost per student.

EXAMPLE:

* Actual Total Program Cost Per Student: $5,000
* Program Scholarship available : $2,500
* Family’s Expected Financial Contribution: $1,000
* AFBHS Contribution Per Student: $1,500
* Total Program Cost Per Student after Contribution: $1,000

AFBHS Summer Opportunities Request for Financial Documentation

Scholar’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The majority of pre-college programs require financial documentation from a child’s family. They may require this information because they require students to be in a certain income bracket, or because this information is necessary in order for participants to obtain scholarships to summer programs. All information you submit will be kept confidential by the Office of College Readiness.

In order to complete this process you must submit ALL of the information in ONE of the categories listed below:

OPTION 1: IF YOU FILED TAXES THIS YEAR 🡺 A copy of your 2010 tax return.

1. If you are married and you and your ex-spouse file separately, then your child will need to submit copies of both parents’ tax returns.
2. If you are not married but share custody through the court system, your child will also need to submit copies of both parents’ tax returns.
3. If you are not married and are the only custodial parent you will need to submit a letter that states you are the only adult who provides financial support for your child.

OPTION 2: IF YOU DID NOT FILE TAXES THIS YEAR 🡺 A copy of your 2009 tax return AND a copy of your 2009 W-2 form.

1. If you are married and file separately, your child will need to submit documentation from both parents. If you are not married but share custody through the court system, your child will also need to submit information from both parents.
2. If you are not married and are the only custodial parent you will need to submit a letter that states you are the only adult who provides financial support for your child.
3. If you were employed last year but not this year you will need to submit proof that you received unemployment benefits and are therefore not required to file taxes.

OPTION 3: IF YOU DO NOT FILE TAXES AND RECEIVE PUBLIC ASSISTANCE OR SOCIAL SECURITY 🡺 A copy of a summary of your social security and/or housing/food stamps benefits. (This information can be obtained from a case worker.)

*PLEASE CHECK THE OPTION YOU HAVE SELECTED AND RETURN THIS FORM WITH YOUR COMPLETE DOCUMENTATION BY JANUARY 26, 2012. YOU MAY SEND IT WITH YOUR SCHOLAR, EMAIL IT TO MS. DAWSON AT sabrinadawson@achievementfirst.org, OR MAIL IT TO MS. DAWSON’S ATTENTION AT THE SCHOOL.*

AFBHS Summer Opportunities Pre-College Programs Payment Plan

In preparation for your scholar’s participation in a pre-college program this summer, the Office of College Readiness would like to work with you to plan for the expenses associated with this exceptional opportunity. The school will provide qualifying families with significant financial support in scholarships to students who attend pre-college programs. The programs themselves will also provide significant financial aid to students, in order to ensure that financial hardship is not an obstacle. At the same time, all families should expect to contribute at least $500 and in some cases up to $2,000 of their own funds towards the cost of a pre-approved pre-college program. Families may choose one of two options to meet this requirement:

**Installment Plan:** Your scholar will bring monthly cash installments to Ms. Silver for 5 months, totaling your family contribution (in February, March, April, May and June). Any excess funds will be immediately returned to you, should your scholar receive aid from elsewhere in excess of what was anticipated.

**Single Payment Plan:** You will submit a check or cash payment for the entire amount of the family contribution on or before April 15, 2012 to Ms. Silver towards the cost of this program.

**Independent scholarship awards:** Your church or another community group is able to provide you with additional financial support. You provide a letter verifying this support on or before March 1, 2012 to Ms. Dawson and payment is submitted to Ms. Silver by April 15, 2012.

Please discuss these options with your scholar and check the box next to the option you are selecting. Please complete sign this form and return it to Ms. Dawson. PAYMENT MUST BE MADE BY CASH OR MONEY ORDER.

Scholar’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that I am responsible for funding at least $500 of the cost of my scholar’s 2011 Pre-College Program. Above I have checked the option for the payment plan that our family will use to meet this requirement.

I understand that I will be billed for these charges and I will meet my payment deadlines. Failure to meet these payment deadlines will result in my scholar losing their summer program opportunity.

Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

AFBHS Pre-College Programs Parent Contract 2012

I have read the enclosed AFBHS Summer Opportunities Pre-College programs policies, calendar and financial requirements. I understand that, in order for my scholar to successfully apply to and participate in these highly competitive opportunities, I will need to support my scholar by:

1. Ensuring that s/he attends all Pre-College Workshops
2. Providing all relevant family financial documentation to Ms. Dawson by the required deadline (February 1, 2012)
3. Supporting my scholar by checking in with him/her weekly about his/her application progress
4. Meeting the family contribution requirement of $500-$2,000 toward the cost of the program.

I further understand that my scholar’s participation in Pre-College Programs is a privilege. My scholar’s failure to meet application, financial aid and/or family payment deadlines; to attend mandatory workshops; and/or to submit payment to the school in a timely manner for the program bill will likely result in my scholar losing his/her privilege of applying to/participating in these programs.

I acknowledge that I can always reach Ms. Dawson by phone or email, if I have any questions or concerns throughout this process:

* Ms. Dawson’s email address: [sabrinadawson@achievementfirst.org](mailto:sabrinadawson@achievementfirst.org)
* Ms. Dawson’s cell phone number: 813-760-1016

Please sign and return one copy of this contract; keep the other for your records.

SUMMER OPPORTUNITIES PARENT CONTRACT

Scholar’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scholar’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scholar’s Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_