

# DISCOVERY SCHOOL OF SAN ANTONIO SCHOLARSHIP PROGRAM

Discovery School is dedicated to supporting families in our community through our need-based scholarship program. Our Scholarship Committee ensures the complete anonymity of applicants, using a set of objective criteria to review each application. Completed scholarship application packets may be submitted to the Office Manager or sent electronically via email to [DiscoverySchoolTreasurer@gmail.com](mailto:DiscoverySchoolTreasurer@gmail.com).

## Application Process

- **Deadline:** Applications are accepted until May 1, 2025.
- **Notification:** Scholarship decisions will be communicated to families within thirty (30) days of application receipt. This allows families to make informed financial decisions well before the start of the school year and before non-refundable fees are due in July.

## Eligibility Criteria

Scholarships are awarded to families who demonstrate financial need through the submission of a complete application and supporting documents by the deadline. Incomplete or late applications will not be considered. Additionally, scholarship recipients must agree to:

- **Maintaining a Good Standing School Account**
- **Volunteer Commitment:** Recipients must volunteer a set number of hours per month based on their individual monthly scholarship received. Qualifying volunteer opportunities will be provided by the School Director, Office Manager, Board President and teachers. Non-compliance with these conditions will result in the forfeiture of that month's tuition assistance.

## Income Eligibility Guidelines

The income eligibility guidelines are based on the poverty guidelines published annually by the US Department of Health and Human Services. The 2025 guidelines are displayed in the table below. Based on available scholarship funds and the number of applicants, the Scholarship Committee determines an eligibility cutoff percentage.

Persons in Family/Household	Poverty Guideline
For families/households with more than 8 persons, add \$5,500 for each additional person.	
1	\$15,650
2	\$21,150
3	\$26,650
4	\$32,150
5	\$37,650
6	\$43,150
7	\$48,650
8	\$54,150

While annual gross income is the primary consideration, families facing special or short-term financial circumstances are also encouraged to apply. Gross income includes base pay, recurring annual bonuses, military housing allowances (BAH), subsistence allowances (BAS), other military allowances, recurring interest/dividend income, child support payments, and any other income.

Besides the applicant's income, the Scholarship Committee will consider expenses detailed in the application and any additional information that applicants believe will provide a clearer picture of their household's financial situation. Scholarship funds will be applied solely to tuition and will not cover Registration, Enrollment or Activity Fees, Extended Hours (early or late care), Extended Day or Cultural Arts classes. For child care beyond regular school hours, we recommend making Extended Play your primary option.

To better cover the higher tuition rates in older classes, an additional award of 10% of the tuition rate will be granted to Kindergarten and First Grade recipients for the 2025-2026 year (e.g., if your family qualifies for a 20% scholarship, the award would be 30% for a Kindergarten or First Grade recipient). The decision to grant scholarship funds is solely at the discretion of the Scholarship Committee. Appeals must be addressed in writing and directed to the Scholarship Committee.

**DISCOVERY SCHOOL OF SAN ANTONIO**  
**SCHOLARSHIP APPLICATION**  
*(All applications must be received by May 1, 2025)*

**Application Instructions**

This application must be fully completed. If a section does not apply to you or your household, please mark it as "N/A." The following documents are required with your application:

1. Provide your most recent pay stub(s) and specify the frequency of your paychecks (weekly, biweekly, etc.).
2. Attach a copy of your most recent tax return. If you own a business, include an Income Statement (or Schedule C) and a balance sheet for each business.

**Incomplete applications will not be considered. Due to the limited evaluation period, we are unable to follow up for missing information. An incomplete application will simply be excluded from consideration.**

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

Applicants Name(s)

(Parents or legal Guardians): \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**Please list the names and ages of children who will attend Discovery School and the type of class (2 Day, 3 Day, 5 Day, Kindergarten, or First) for which each child is registered.**

NAME:	AGE:	CLASS:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acceptance of scholarship funds implies: (1) the applicant's school account remains in good standing and (2) a reciprocal agreement in which the recipient commits to volunteer a set number of hours per month based on their individual monthly scholarship received. Non-compliance with these conditions will result in the forfeiture of that month's tuition assistance.

**Please sign below if you accept this reciprocal agreement and wish to be considered for tuition assistance:**

\_\_\_\_\_  
Signature (Applicant 1)

\_\_\_\_\_  
Signature (Applicant 2)

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Printed name

**Please enter the number of children who will be enrolled in each type of class:**

2 Day\_\_\_\_\_ 3 Day\_\_\_\_\_ 5 Day\_\_\_\_\_ Kindergarten\_\_\_\_\_ First\_\_\_\_\_

Total tuition: \$\_\_\_\_\_

**Household information** (do not include individuals who have another primary residence):

Number of adults (over age 21) living in the household: \_\_\_\_\_

Number of children (under age 21) living in the household: \_\_\_\_\_

**Parent/Guardian information** (needs to be completed only for each parent who lives in the household):

Parent/Guardian 1 occupation: \_\_\_\_\_

Parent/Guardian 1 employer: \_\_\_\_\_

Parent/Guardian 2 occupation: \_\_\_\_\_

Parent/Guardian 2 employer: \_\_\_\_\_

Number of Parents/Guardians (living in the household) who are not employed: \_\_\_\_\_

If any Parent/Guardian (living in the household) is not employed, please state reason:

\_\_\_\_\_  
\_\_\_\_\_

**Please provide any information that will give the Scholarship Committee a clear understanding of your financial circumstances. This may include changes in income or work status, unforeseen expenses, illness or hospitalization. Feel free to attach an additional sheet if necessary.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of scholarship requested: \$\_\_\_\_\_ per month

Length of time that tuition assistance will be needed (all year/specific months): \_\_\_\_\_

**Income Information:**

Household gross **annual** income:    \$ \_\_\_\_\_  
(Combine figures if there are two or more incomes in any area)

Base salary pay:                               \$ \_\_\_\_\_

Military allowances\*                         \$ \_\_\_\_\_

\* Examples: BAS, BAH, VSP PHYS, Fly Pay, HDIP, Proficiency Pay

Child Support received:                     \$ \_\_\_\_\_

Business income:                             \$ \_\_\_\_\_

Dividend/Interest income:                 \$ \_\_\_\_\_

Capital gains income:                       \$ \_\_\_\_\_

Real estate income:                         \$ \_\_\_\_\_

Trust/Inheritance income:                 \$ \_\_\_\_\_

Gifts:   \$ \_\_\_\_\_

All other income:                             \$ \_\_\_\_\_

**Total GROSS ANNUAL household income        \$ \_\_\_\_\_**

**Total ADJUSTED GROSS INCOME as reflected on your tax return        \$ \_\_\_\_\_**

If your total gross annual household income differs from the adjusted gross income reported on your 1040 by more than 10%, please provide an explanation.

**Please use this space to provide any additional information regarding your household income that would help the Scholarship Committee in evaluating your application.**

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## Expense Information:

Household average monthly expenses:

Rent/Mortgage: \$ \_\_\_\_\_

Electricity/Gas: \$ \_\_\_\_\_

Water: \$ \_\_\_\_\_

All other utilities/home phone: \$ \_\_\_\_\_

Cell phone(s): \$ \_\_\_\_\_

Vehicle 1: Year \_\_\_\_\_ loan/lease: \$ \_\_\_\_\_

Vehicle 2: Year \_\_\_\_\_ loan/lease: \$ \_\_\_\_\_

Auto insurance: \$ \_\_\_\_\_

Child support paid: \$ \_\_\_\_\_

Loans for recreational vehicles\*: \$ \_\_\_\_\_

Real estate\*:  
(Other than primary residence) \$ \_\_\_\_\_

Medical expenses\*: \$ \_\_\_\_\_

Other loan expenses\*: \$ \_\_\_\_\_

Private School Tuition\*\*:  
(Other than Discovery School) \$ \_\_\_\_\_

Other childcare expenses\* \$ \_\_\_\_\_

Other expenses\*: \$ \_\_\_\_\_

**Total AVERAGE MONTHLY household expenses:** \$ \_\_\_\_\_

\*Please describe any expenses in these categories to assist the Scholarship Committee in evaluating your financial need for this scholarship.

\*\*This refers to family members other than the students to whom this application applies. If multiple family members require tuition payments, please provide a detailed list.

