



## TOPS for Kids Reapplicant Instructions

**You are receiving this because you have applied with TOPS in the past. If your child no longer attends a private school or you are receiving the ESA scholarship, please let us know, and we will inactivate your file. Do so by responding to this email and putting the word "Inactivate" in the subject line. Thank you.**

Dear Re-applicant Family,

The new 2018-2019 application process is now available. This new application process will allow you to apply for all eligible programs (i.e. Individual, Switcher/PLUS/Overflow, Corporate and Disabled/Displaced) at one time, if your child(ren) is/are eligible.

All sections of the application are important, but **especially the Hardship section**. We desire to award scholarships to all applicants who have a need for tuition assistance. If you are applying, we assume that your child has a need. If your income is above the 185% of the Free/Reduced Lunch Program guidelines (see criteria for details), then **please submit supporting information in the Hardship section** (or upload a written letter documenting that need) that specifics what your particular need is that requires you to ask for scholarship assistance. We will not accept your application without an explanation of need. This is extremely helpful to our selection committee as they determine scholarships. Just because someone recommends your child for a scholarship does not guarantee you will get a scholarship from that recommendation, **you must demonstrate a need**.

**DO NOT DELAY REAPPLYING AS YOU MAY MISS IMPORTANT DEADLINES AND BE DENIED VALUABLE SCHOLARSHIPS!**

Here are three important steps you must follow:

**First**, If you have received any scholarships from other organizations (besides TOPS), last year, be sure to have either a copy of the award letter or email from that organization, or a completed copy of the STO verification form from the awarding STO (you can get that form at the TOPS for Kids website).

**Second**, All the instructions you will need will be in the online application. You will be taken through each section and when all information is updated, please select the button, "***The information above is correct***", which is located at the bottom left-hand side of each screen, to move on to the next section. If you do not get, "***The information above is correct***" button, then you are missing some information or the information is incorrect.

**Finally**, several important things:

1. Do not use the "refresh" or "back" button in the browser you are using. It may cause unexpected consequences that will require you to clear your browser's cache and start the application process again.
2. If you wish to delete a parent/guardian, child, or household member from the application, please follow the instructions carefully in each section. If not followed accurately, an unexpected error will occur.

## Here are the: STEPS FOR EACH SECTIONS

### Section # 1 Personal Information

Please correct or update any information on your personal information (we will need a correct email address and phone number for contact information). Delete the information from the secondary person if they are no longer responsible and add a different person if this one has changed. Select, "The information above is correct" when done.

### Section #2 Applicant Children Information

You must update your child's information (i.e. grade, tuition, school if changed, and student achievement). **Please note this important information! In the top right hand corner of your children's information is displayed all the programs your child is currently eligible for (i.e. Individual, PLUS, Corporate &/or DD).** If you feel this is incorrect, please contact TOPS: We may be missing important information from you. At the bottom right of each child's information select "Save" before moving to the next child. You will get a green "check" under Verified when it is done correctly. (If you previously applied for a child and do not see them in the list, please stop, exit the application, and contact TOPS before proceeding. The child may have been moved to Inactive accidentally or by request of the school. Entering the child as a new applicant will create a duplicate in your file and may cause scholarships not to be sent. We will activate them for you, and then you can re-login and the child will appear in your list when you reapply.) After updating all children, add any new children who may be eligible. Select, "The information above is correct" when done with this section.

### Section #3 Household Financial Information & Agreement Statements

You must enter your current Financial Information (this needs to be updated to your current income each year). You must update each family member, even if there is no change before you can move on. If a household member needs to be deleted it must be done **AFTER** all household members have been updated. **(This is important. If it is not done in this order your data sent to TOPS may either be inaccurate or not come through at all.)** After updating the financial information for each family member select "Save" (even if this household member needs to be deleted still save them first) to move to the next person. You will get a green "check" under Verified for each family member when it is done correctly. When all financial information has been updated put your name in the section as the person completing the form, read the agreement statement and check the box. Select, "The information above is correct" when done with this section. If you believe your income is "Zero" for this year, we will require a copy of pages 1 & 2 of the 2016 Federal Tax Return be uploaded to verify that "Zero" income.

### Section #4 Explanation of Financial Hardships/Special Circumstances

Submit all Financial Hardship information on the form. This information is important for our selection committee as they make their scholarship recommendations. If you need to upload additional information to explain your hardship, please do so.

We desire to award scholarships to all applicants who have a need for tuition assistance. If you are applying, we assume that your child has a need. If your income is above the 185% of the Free/Reduced Lunch Program guidelines (see Individual criteria on the "General Information" page for details), then please submit supporting information in the Hardship section (or upload a written letter documenting that need) that specifics what your particular need is that requires you to ask for scholarship assistance. This is extremely helpful to our selection committee as they determine scholarships. Just because someone recommends your child for a scholarship does not guarantee you will get a scholarship from that recommendation. You must demonstrate a need.

## Section # 5 Document Uploads

First, you do not have to upload a document here. Only upload required or helpful documents.

In the Document section, upload any items you need to submit here. (Public School Verification Form, STO Verification Form, hardship letter, tax return, etc.) It may be that you do not need to upload any document, so you may need to do nothing to proceed.

Then select "Submit the application" at the bottom of the page, and you are done! That will complete the application process.

If the application is submitted properly, you will immediately get an email telling you that the process is complete. If you do not get that email, please check your spam/junk folder, and if it is not there, please contact [services@topsforkids.com](mailto:services@topsforkids.com).

**Important information: (Please keep this email in a place you can refer back to or print it out to refer to when applying)**

**Scholarship award cycle for the 2018-19 school year (all awards are announced via email no later than the 10th of the award month)**

**Individual Scholarships:** August 2018, November 2018, February 2019, May 2019

**Switcher/PLUS Scholarships:** September 2018, March 2019

**Corporate Scholarships:** August 2018

**Disabled/Displaced Scholarships:** August 2018

If you are receiving an award you will get an email declaring that award, no later than the 10<sup>th</sup> of the award month. No email will be sent if there is no award given.

**NOW..... Are you ready to begin?**

Follow this link to begin the 2018-2019 Reapplication Process:

<https://www.topsforkids.com/ApplicantReApply.aspx>

If you run into any difficulties in the application process send an email request to [services@topsforkids.com](mailto:services@topsforkids.com) for assistance.

Thanks for reapplying with TOPS!

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