



**Returning Spring 2026  
Academic Scholarship Recipient**

**Dear Fall 2025 Scholarship Recipient,**

Congratulations once again on being awarded the **Fall 2025 and Spring 2026 Sabelhaus Fund Scholarship!** We hope your fall semester is going well, and we're excited to continue supporting your educational journey.

To prepare for the disbursement of your **Spring 2026 scholarship award**, please review the instructions on the next page and **submit the required documents by Friday, December 12<sup>th</sup>, 2025**. Refer to your student award letter if you need to verify your scholarship award amount. Failure to submit required documents by the deadline may result in loss of the award.

Looking ahead, if you would like to apply for the **Fall 2026 scholarship**, you will need to submit a prior recipient application when it becomes available in **April 2026**.

If you have any questions, please contact your on-site LifeSTEPS staff member or email us at [scholarships@lifestepsusa.org](mailto:scholarships@lifestepsusa.org).

Best regards,

**The Sabelhaus Fund Scholarship Committee**

Completed applications can be e-mailed, mailed or faxed.

Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827

(Mailed Applications must be received by the deadline.)

Fax: 916-965-0102

Email: [Scholarships@LifeSTEPSusa.org](mailto:Scholarships@LifeSTEPSusa.org)

Phone: 916-965-0110



## Instructions and Checklist

**SUBMISSION DEADLINE: Friday, December 12<sup>th</sup>, 2025**

The following documents must be submitted to [scholarships@lifestepsusa.org](mailto:scholarships@lifestepsusa.org) for LifeSTEPS to prepare payment of your spring scholarship award.

### Required Documents (Arrange in the Following Order When Submitting Your Application):

- ☐ **Signed Instructions and Checklist** (this page)
- ☐ **Attachment A1:** Cover Page
- ☐ **Attachment A5:** Signed Verification of Residence and Notice of Good Standing
- ☐ **Attachment C:** Official Fall 2025 transcripts.  
If FALSE: My transcripts from the fall term will be available (specify date): \_\_\_\_\_, at which time I will submit it to LifeSTEPS.
- ☐ **Attachment E:** Class Schedule for upcoming spring term.  
If FALSE: My schedule for the upcoming spring term will be available (specify date): \_\_\_\_\_, at which time I will submit it to LifeSTEPS.

### Submission Guidelines

- Submit the required documents by **Friday, December 12<sup>th</sup>, 2025**.
  - Email: [scholarships@lifestepsusa.org](mailto:scholarships@lifestepsusa.org) or
  - Fax or Mail (Ensure it is received by the deadline.)
- Do not include any additional, unrequested documents.
- Required documents must arrive at the corporate office on or before the deadline. Late or incomplete paperwork will not be considered.
- Applicants are responsible for verifying receipt of their required documents.

Upon receiving all required documents, the funds will be sent directly to your educational institution on your behalf, using the address and Student ID you provided in your application.

You must notify us if there have been any changes in your educational institution. Please allow some time for the processing and arrival of funds, as it may take up to 30 days for your institution to receive and process the scholarship.

☐ **I have included all attachments as one PDF and assembled them in the order listed on the checklist. I will submit additional documents as stated above.**

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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**ATTACHMENT - A1 Cover Page**  
***Application must be typed.***

- ☐ My personal information has not changed.  
☐ I have updated my personal information.

Personal Information				
<hr/>				
First Name	Middle Name	Last Name		
<hr/>				
Housing Community Name				
<hr/>				
Address & Apartment #	City	State	Zip Code	
( ) -				
Your Phone # (###) ### - ####	Email (required)	Your Date of Birth MM/DD/YEAR		
Ethnicity (Optional): <input type="checkbox"/> Alaskan Native/American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Pacific Islander <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Unknown <input type="checkbox"/> Other				

- ☐ My University/ College Information has not changed.  
☐ I have made changes to my University/ College information.

University/ College Information	
<hr/>	
Name of School Attending in Spring 2026	College Student ID#
<hr/>	
Anticipated Degree/Major	Anticipated Graduation Date
<hr/>	
School Mailing Address for Scholarship Payment*	City State Zip Code
<b>*School mailing address = the Financial Aid office, Student Services, etc. Please verify where scholarship checks should be mailed.</b>	

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## ATTACHMENT A5 - Verification of Residence and Notice of Good Standing

Applicant Name: \_\_\_\_\_

To be eligible for a Patrick R. Sabelhaus Scholarship Fund award, the applicant **must be a current resident of an affordable housing community for at least 2 years and in good standing**. Exception: *If a housing community is less than two years old, a minimum of one year is required, or residency at multiple properties totaling 2 years is acceptable.*

To certify your status, **please have the Community Manager complete this form for you**. This form can be handwritten. Once submitted, USA Properties Corporate Compliance department will review and confirm good standing.

<b>FOR COMMUNITY / PROPERTY MANAGEMENT OFFICE USE ONLY</b> I hereby certify that the above-named applicant is a resident of:			
Housing Community Name		Property Owner	
Address & Apartment #	City	State	Zip Code
The resident has lived here since _____.			
<b>Notice of Good Standing:</b> The resident has had three or fewer late rent payments during the past 12 months and is considered to be in good standing. Therefore, based on these criteria, I recommend this resident be eligible to apply for a JB Brown Fund Scholarship Award.			
<b>Signature of Community Manager:</b> _____			
Printed Name			
Date	( ) - Telephone #		

<b>Prior Affordable Housing Communities (if applicable):</b>			
Property Name	Dates Resided:	From	To
Property Name	Dates Resided:	From	To

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