



Patrick R. Sabelhaus Trade School Scholarship Application

Dear Applicant,

The Patrick R. Sabelhaus Trade Scholarship Fund supports the pursuit of higher education through providing scholarships to residents of affordable housing communities that are members of California Council of Affordable Housing (CCAH). This excludes properties managed or owned by USA Properties, which has separate scholarship funds.

Before applying, carefully review the eligibility criteria and required documents to ensure you submit a complete application. Incomplete applications will not be considered. If you need assistance, contact your on-site LifeSTEPS staff member or email us at scholarships@lifestepsusa.org.

Eligibility Criteria – Applicants are required to meet **ALL criteria** to be considered for funding.

- Must have resided in an affordable housing community for one year, has had no more than three late rent payments during the past 12 months, and is considered to be in good standing by the property. (Exceptions: If the community is less than one year old, a minimum of six months is required, or residency at multiple properties totaling 1 years is acceptable.)
- Vocational/ Trade School / Certification and/or program must be accredited.
- Must provide proof of acceptance to an accredited trade program for full or part-time status.
- Must demonstrate **at least one source of income** to help cover educational expenses.
- Has not received a Sabelhaus Academic Scholarship Award.
- **Affordable housing community employees and LifeSTEPS employees, as well as their family and household members are not eligible** (including property management staff).

Complete applications can be mailed, scanned or faxed.

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

Fax: 916-965-0102

Email: Scholarships@LifeSTEPSusa.org

Phone: 916-965-0110



Instructions and Checklist

Use this **checklist** while completing your application. If you have questions, contact your on-site LifeSTEPS staff member or email us at scholarships@lifestepsusa.org.

Please **type** your answers and arrange documents in the following order:

- ☐ **Signed Instructions and Checklist** (this page)
- ☐ **Attachment A1:** Cover Page
- ☐ **Attachment A2:** Annual School Budget
- ☐ **Attachment A3:** Employment & Education History
- ☐ **Attachment A4:** Autobiographical Essay Questions
- ☐ **Attachment A5:** Signed Verification of Residence and Notice of Good Standing
- ☐ **Attachment A6:** Signed LifeSTEPS Patrick R. Sabelhaus Trade Scholarship Fund Terms of Agreement
- ☐ **Attachment A7:** Signed Photograph and Information Release & Photo
- ☐ **Attachment B:** Provide proof of registration for the upcoming term
- ☐ **Attachment C:** Attach Class Schedule for upcoming term. If your schedule is not available, please forward it as soon as it becomes available. (Note: A copy of your class schedule is not required to apply; however, it is required prior to funding.)
- ☐ **Attachment D:** Recap of Supporting Documentation

Submission Guidelines

- Assemble your completed application as one PDF and submit it via:
 - Email: scholarships@lifestepsusa.org or
 - Fax or Mail (Ensure it is received by the deadline.)
- Do not include any additional, unrequested documents.
- Applicants are responsible for verifying receipt of their application. LifeSTEPS is not responsible for lost applications.

I am submitting a complete application with all of the required documents.

Applicant Name: _____

Applicant Signature _____

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ATTACHMENT - A1 Cover Page
Application must be typed.

The applicant is responsible for ensuring timely receipt. Email scholarships@LifeSTEPSusa.org to verify receipt of your application.

SPECIAL NOTE: Scholarships must be used within 18 months of the award date. Checks will be made payable to the educational institution.

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				

Trade/ Vocational School Information	
<hr/>	
Name of Trade/ Vocational School	Student ID#
<hr/>	
Trade/ Vocational Program	Anticipated Graduation Date
<hr/>	
School Mailing Address for Scholarship Payment*	City State Zip Code
*School mailing address = the Financial Aid office, Student Services, etc. Please verify where scholarship checks should be mailed.	

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ATTACHMENT A2 - Annual School Budget

LifeSTEPS scholarships go directly toward annual tuition. When determining award amounts, the Scholarship Committee will review the annual budget of the family, the student, and the type of institution attending.

If an item does not apply, please enter N/A.

<u>Annual Expenses</u>			<u>Annual Income Sources for School</u>		
School Expenses	Annual School Tuition:	\$	Financial Aid	Loans (payback required)	\$
	+ Annual Books	\$		+ No payback required	\$
	+ Annual Rent or Room and Board	\$		+ Cal/ Pell Grant	\$
Personal Expenses	+ Gas or Transportation	\$	Additional Funding	+ Other Scholarships	\$
	+ Food	\$		+ Individual or Expected Family Contribution	\$
	+ Other	\$			
= Total Annual Expenses		\$	= Total Annual Income Sources for School		\$

Annual Household Income: \$ _____ # of Dependents in Household: _____

Requested Amount of Sabelhaus Trade Scholarship \$ _____

The maximum Award available for trade programs is up to \$4,000.

**Maximum award amounts are not a guarantee. Awards will be granted as funds are available.*

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ATTACHMENT A3 - Employment & Education

Applicant Name: _____

I. **EMPLOYMENT** within the last 18 months. *Indicate dates hired and if still working.*

<i>Employer</i>	<i>Job Title/Duties</i>	<i>Number of Hours Worked Per Week</i>	<i>Dates of Employment</i>

II. **EDUCATIONAL HISTORY** *Highest level of education completed.*

Name of School	City, State	Year Completed	Did you graduate?		Major/ Degree
			<input type="checkbox"/>	<input type="checkbox"/>	
High School			Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	
College or University			Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	
Graduate School			Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	
Vocational School			Yes	No	

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ATTACHMENT A4 - Autobiographical Essay Questions

Applicant Name: _____

The Scholarship Committee will award points for essay thoughtfulness, organization, clarity of responses, and how you, the applicant, tell your story. **Please write approx. 100-200 words for each question.** COMPLETE the questions **BY TYPING** the answers in the space provided below. Do not attach answers on a separate piece of paper.

1. How has your current living environment provided both challenges and opportunities in your life? Please also describe what your life was like before securing affordable housing. **Write approx. 100-200 words**

2. In your own words, describe your educational, professional, and/or personal goals for the next five years. **Write approx. 100-200 words**

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3. Please tell us why you chose this trade and how the trade will benefit you and your goals?

Write approx. 100-200 words

4. Please describe any outstanding accomplishments or activities which have been particularly meaningful to you. **Write approx. 100-200 words**

5. Explain your financial need and how receiving this scholarship will impact your ability to pursue your academic and career goals. How will it alleviate any financial burdens and allow you to focus on your studies? **Write approx. 100-200 words**

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Sabelhaus Trade School Scholarship Application

6. Is there any additional information that you believe is important for us to consider in relation to your application?

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ATTACHMENT A5 - Verification of Residence and Notice of Good Standing

Applicant Name: _____

To be eligible for a LifeSTEPS Patrick R. Sabelhaus Trade Scholarship award, the applicant **must be a current resident of an affordable housing community for at least 1 year and in good standing**. Exception: If community is less than one year old, a minimum of six months required or residency at multiple properties totaling 1 year.

To verify your residence status, please have the Community Manager complete the remainder of this form for you. This form can be handwritten.

FOR COMMUNITY / PROPERTY MANAGEMENT OFFICE USE ONLY 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 _____.			
Notice of Good Standing: 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 LifeSTEPS Scholarship Award.			
Signature of Community Manager: _____			
Printed Name			
Date	Telephone # () -		

Prior Affordable Housing Communities (if applicable):			
Property Name	Dates Resided:	From	To
Property Name	Dates Resided:	From	To

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ATTACHMENT A6 – LifeSTEPS Patrick R. Sabelhaus Trade Scholarship Terms of Agreement

1. I understand that if I withdraw from classes while receiving scholarship funds, LifeSTEPS has the authority to adjust or cancel the award accordingly.
2. I understand that it is my responsibility to notify LifeSTEPS immediately if I:
 - (a) change my program
 - (b) change my permanent address
 - (C) stop attending trade program
3. I understand that LifeSTEPS has the right to request transcripts to verify my GPA and/or my academic progress.
4. I confirm that all the information I have provided for this scholarship application is valid and is subject to verification.
5. I will commit to attending the award ceremony.
6. The property Manager, LifeSTEPS employees, their family members, and household members are not eligible for funding.
7. I have provided a valid email address and understand that LifeSTEPS will use the address provided to communicate with me about my application.

Applicant Printed Name: _____

Applicant Signature: _____ **Date:** _____

(If under 18 yrs. Old)
Parent Printed Name: _____

***Parent Signature:** _____ **Date:** _____

*If the applicant is under 18.

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ATTACHMENT A7 – PHOTOGRAPH/VIDEO AND INFORMATION RELEASE FORM

Property Name: _____

Please note that signing this form is voluntary and that one's decision to sign or not to sign will not affect their eligibility. **Please include photo attachment.**

Photo/Video Release ☐

By signing below, I consent, without further consideration or compensation, to the use (full or in part) of photographs, videos, and/or details made of me as a participant of LifeSTEPS/Patrick R. Sabelhaus Trade Scholarship programs and services for the purposes of LifeSTEPS and/or California Council of Affordable Housing reports, newsletters, internet, social media, web production to the websites www.lifestepsusa.org, or https://californiacouncil.org/ and/or other digital promotional outlets, and printing on paper for distribution, and any marketing and publicity materials. Further, I release LifeSTEPS and the California Council of Affordable Housing, its contractors and/or employees or any other related party from any liability that may arise from the use of such materials. The release will remain in full force and effect until withdrawn in writing by me. This release is intended to grant permission for photos and videos that include my/our minor children when applicable.

Public Release of Impact Story Information ☐

I am aware I have provided personal information on myself including my participation in LifeSTEPS and California Council of Affordable Housing activities. I understand the information about me may be used for publicity purposes and I consent to having it released for this purpose.

Applicant Printed Name: _____

Applicant Signature: _____ **Date:** _____

(If under 18 yrs. Old)

Parent Printed Name: _____

***Parent Signature:** _____ **Date:** _____

*If applicant is under 18.

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ATTACHMENT D – Recap of Supporting Documentation

1. My Proof of Registration *(Attachment B) for the specified school is attached. True ☐ False ☐

If FALSE, please explain: _____

***Proof of Registration can be enrollment verification/class schedule or registration appointment for upcoming term.**

2. My class schedule (Attachment C) for the upcoming term is attached. True ☐ False ☐

If FALSE: My schedule for the upcoming term will be available (specify date) _____, at which time I will submit it to LifeSTEPS.

3. Attached is a picture of myself (Attachment A7) to submit with this scholarship application. True ☐

False ☐

☐ I attest that I am submitting a complete application with all the required documents.

☐ 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 Signature: _____

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