



Fall 2025 Academic Scholarship Application First Time Applicant

DEADLINE FOR SUBMISSION: Friday, May 30th, 2025

Dear Applicant,

The Patrick R. Sabelhaus Academic 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 AMCAL and USA Properties, which have 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.

We strongly recommend submitting your application before the deadline for review to ensure completeness.

Eligibility Criteria –

Applicants must meet **ALL** the following criteria to be considered:

- Must have resided at an affordable housing community for at least **two years**, with no more than **three late rent payments** during the past 12 months and be in good standing. (Exceptions: If the community is less than two years old, a minimum of **six months** of residency is required. Residency at multiple affordable housing properties totaling two years is also acceptable.)
- Must be a **graduating high school senior, GED recipient, or undergraduate student** enrolling in an accredited undergraduate program. (Graduate programs are **not eligible**.)
- Must demonstrate **community leadership** through volunteer work at school or in the community.
- Must provide **proof of acceptance** to an accredited university or community college for a **full-time or part-time** program (minimum of **6 units**).
- Must have a **minimum GPA of 2.5** from the most recently completed term. Student GPAs and academic progress will be monitored.
- Must demonstrate **at least one source of income** to help cover educational expenses.
- **Affordable housing community employees and LifeSTEPS employees, as well as their family and household members are not eligible** (including property management staff).
- AMCAL and USA affordable housing properties are ineligible for this scholarship fund.

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

Phone: 916-965-0110



Instructions and Checklist

SUBMISSION DEADLINE: Friday, May 30th, 2025.

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.

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

- ☐ **Signed Instructions and Checklist** (this page)
- ☐ **Attachment A1:** Cover Page
- ☐ **Attachment A2:** Annual School Budget (including financial aid packet)
- ☐ **Attachment A3:** Honors & Activities
- ☐ **Attachment A4:** Autobiographical Essay Questions
- ☐ **Attachment A5:** Signed Verification of Residence and Notice of Good Standing
- ☐ **Attachment A6:** Signed Patrick R. Sabelhaus Scholarship Fund Terms of Agreement
- ☐ **Attachment A7:** Jpeg/PNG Photo with Signed Photograph and Information Release
- ☐ **Attachments B1 and B2:** Provide two letters of recommendation from a teacher, guidance counselor, employer, clergy, youth group leader, etc. – **NEW APPLICANTS ONLY.**
- ☐ **Attachment C:** Attach most current high school and/or community college, university, or vocational program transcripts.
- ☐ **Attachment D:** Provide proof of acceptance for the upcoming term.
- ☐ **Attachment E:** Attach Class Schedule for the 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 before funding is disbursed.)
- ☐ **Attachment F:** Recap of Supporting Documentation
- ☐ **Applicant Signature on all required pages**

Submission Guidelines

- ***NEW -this application is for both the fall AND spring terms. You will not need to reapply for spring.**
- 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.
- Applications must arrive at the corporate office on or before the deadline. Late or incomplete applications will not be considered.
- Applicants are responsible for verifying receipt of their application. LifeSTEPS is not responsible for lost applications.

NOTE: This application is for first-time applicants only. If you have previously received this scholarship, please refer to the Renewal Application for prior award recipients.

I am applying for: ☐ Fall 2025 ☐ Spring 2026 ☐ Fall 2025 & Spring 2026

Applicant Name: _____

Applicant Signature: _____

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

DEADLINE: Applications must be received at LifeSTEPS Corporate Office on or before **May 30th, 2025**. 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			
First Name	Middle Name	Last Name	College Student ID#
Housing Community Name			
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			

University/ College Information			
Name of School Attending in Fall 2025			Anticipated Graduation Date
Anticipated Degree/Major			
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. If you are receiving financial aid, please include your financial aid packet with your submitted application.

Annual Expenses			Annual Income Sources for School		
School Expenses	Annual School Tuition:	\$	Financial Aid (Include financial aid packet)	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: ____

Maximum awards* available annually:		Scholarship Distribution Schedule:	
		Fall Max Award	Spring Max Award
UC system	\$10,000	\$5,000	\$5,000
Private system	\$7,000	\$3500	\$3500
CSU system	\$5,600	\$2800	\$2800
Community College system	\$1,500	\$750	\$750
Requested Amount of Scholarship	\$	\$	\$

**Enter the annual amount if you are applying for fall AND spring. Maximum award amounts are not guaranteed. Awards will be granted as funds are available. Scholarship payments will be distributed based on the distribution schedule above.

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ATTACHMENT A3 - Honors and Activities

Applicant Name: _____

The Scholarship Committee will assign one point for each where applicable. Please type in the space provided below. **Items listed without a year/month associated will not be considered.**

- I. **HONORS RECEIVED** (academic, sports, community service, etc.) in the last 18 months. *Must Specify month/year award was received. (3 Possible Points)*

Name/Type of Honor or Award	Year & Month

- II. **SCHOOL ACTIVITIES** (list memberships in clubs, participation in athletics, special classes and activities, positions held, etc.) in the last 18 months. *Must Specify month/year associated with activity. (3 Possible Points)*

Name/Type School Activity	Year & Month

- III. **COMMUNITY ACTIVITIES** (Civic committees, church groups, scouts, tutoring, charitable groups, project-sponsored activities, etc.) in the last 18 months. *Volunteer work done within your community receives a bonus point! (4 Possible Points)*

Committee or Group Name	Contact Name and Phone	Dates of Service

- IV. **EMPLOYMENT** (4 Possible Points if Presently Employed)

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

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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. **(4 Possible Points Each)**

1. Describe your upbringing and any challenges you've faced growing up in affordable housing. How have these experiences shaped your character, aspirations, and educational goals? Did you attend LifeSTEPS After School Program? If so, how did it impact your adolescence?

Write approx. 100-200 words

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

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3. Please tell us how your educational success and long-term goals will give back to your community, or create community for others? **Write approx. 100-200 words**

4. Describe your academic, professional, or personal goals for the next 2-5 years.
Write approx. 100-200 words

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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**

6. Please provide any additional information that you believe is important for us to consider in relation to your application. (optional)

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ATTACHMENT A5 - Verification of Residence and Notice of Good Standing

Applicant Name: _____

To be eligible for a Patrick R. Sabelhaus Academic Scholarship Fund award, the applicant **must be a current resident of an affordable housing community for at least 2 years and be in good standing.** Exception: *If a housing community is less than two years old, a minimum of six months 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.

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 – Patrick R. Sabelhaus Academic Scholarship Fund
Terms of Agreement

1. I understand that I must enroll in and complete a minimum of 6 academic units per term and maintain a minimum GPA of 2.5 or higher. I understand that if I withdraw from or achieve less than a 2.5 GPA 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 college
 - (b) change my permanent address
 - (c) cease to carry the minimum of 6 academic units
 - (d) achieve less than a 2.5 GPA while using J.B. Brown Scholarship Fund funds
 - (e) stop attending an institution of higher education
3. I understand that LifeSTEPS has the right to request transcripts to verify my GPA and my academic progress.
4. **I understand that there are two scholarship opportunities each year. In order to receive the spring semester funding, I do not need to reapply, but I do have to acknowledge that I am applying for the spring and submit my fall transcript and spring schedule to confirm continued eligibility.**
5. I confirm that all the information that I have provided for this scholarship fund is valid and is subject to verification.
6. I will commit to attending the award ceremony.
7. I understand that late and/or incomplete applications will not be considered.
8. I understand that all award checks will be sent to my school for payment of tuition and fees and funds not used will be dispersed by my school institution back to me to cover school expenses. LifeSTEPS will not disperse any awards directly to a student. I have reviewed the payment distribution schedule.
9. LifeSTEPS employees and their family members and household members are not eligible for funding.
10. I have provided a valid email address on the Cover Page and understand that LifeSTEPS will use the address provided to communicate with me about my application.
11. I understand that points will be deducted in the subsequent semester if I withdraw from classes resulting in enrollment in two or fewer classes. Students that withdraw from classes in two consecutive semesters are ineligible for funding until proof of successful completion of one semester with enrollment in at least 2 classes can be provided.
12. 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 programs and services for the purposes of LifeSTEPS reports, newsletters, internet, social media, web production to the websites www.lifestepsusa.org and/or other digital promotional outlets, and printing on paper for distribution, and any other marketing and publicity materials. Further, I release LifeSTEPS and 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. In use of participant photographs, LifeSTEPS affirms that: no personal phone numbers and/or addresses will be published.

Applicant Printed Name: _____

Applicant Signature: _____

Parent/Guardian Signature (If under age): _____

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ATTACHMENT A7 - PHOTOGRAPH 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 a jpeg photo attachment.**

Photo 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 Fund programs and services for the purposes of LifeSTEPS reports newsletters, internet, social media, web production to the websites www.lifestepsusa.org, and/or other digital promotional outlets, and printing on paper for distribution, and any other marketing and publicity materials. Further, I release LifeSTEPS, 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/or 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 activities. I understand the information about me may be used for publicity purposes and I consent to have it released for this purpose.

Applicant Printed
Name: _____

Applicant Signature: _____ Date: _____

(If under 18 years old)
Parent Printed Name: _____

*Parent Signature: _____ Date: _____

*If the applicant is under 18.

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ATTACHMENT F – Recap of Supporting Documentation

1. Financial Aid packet (**Attachment A2**) is attached. True ☐ False ☐ n/a ☐

If FALSE, please explain: _____

2. A Jpeg/PNG picture of myself (**Attachment A7**) is attached. True ☐ False ☐

3. My 2 letters of recommendation (**Attachment B1 & B2**) are attached. True ☐ False ☐

4. My high school/college transcripts from Spring 2025 (**Attachment C**) are attached. True ☐ False ☐

If FALSE: My transcripts from Spring 2025 will be available (specify date) _____, at which time I will submit them to LifeSTEPS.

5. My Proof of Acceptance* for the specified school (**Attachment D**) is attached. True ☐ False ☐

If FALSE, please explain: _____

***Proof of Acceptance can be enrollment verification/letter of acceptance/class schedule or registration appointment for the upcoming term.**

6. My class schedule for the upcoming term (**Attachment E**) 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.

☐ 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.

☐ I understand that if I selected the option to apply for both the fall 2025 & spring 2026 terms, I do not need to reapply. However, I must submit my Fall 2025 transcript and Spring 2026 schedule (when available) for my scholarship payment to be processed for the spring.

Applicant Signature: _____

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