

Christ & St. Luke's Episcopal Church
The Christ & St. Luke's Scholarship Fund for the Williams School Preschool

RULES FOR APPLICATION

GENERAL

A. The Christ & St. Luke's Scholarship Fund for the Williams School Preschool is a need-based scholarship offered by Christ and St. Luke's Episcopal Church for qualifying students who are enrolled in the Williams School Preschool at Christ and St. Luke's, thus broadening accessibility to a high-quality pre-primary education.

B. The purpose of the Scholarship is to reduce the tuition burden by paying some of the tuition for the qualified student(s), based on need, as long as the student and family meet the scholarship eligibility requirements. Applicants need not attend or be members of Christ & St. Luke's, and there will be no preferential consideration for parishioners - the decisions will be based purely on financial need.

C. Allotment of the scholarship will be based on need for financial assistance, with more aid distributed to families who demonstrate more financial need based on family income, as validated by tax returns, and at the discretion of the committee for special circumstances.

D. For the **2026-2027 Academic Year (AY)**, since admissions have already been in progress, we will accept and consider scholarship applications on a rolling basis through the spring and the summer. In the future, for priority consideration, applications for year-round needs should be turned in by December 31st. Applications are also accepted year-round as needs arise, such as a change of financial situation or mid-year admission.

E. The scholarship needs to be reapplied for each year. **Scholarships are paid directly by Christ & St. Luke's to the Williams School.** For the **2026-2027 AY**, with rolling decisions, recipients of year-round scholarships will be notified within 1-3 weeks of receiving their application.

F. We recommend that the child be accepted into the Williams School Preschool before you apply for the scholarship. However, if you want to apply earlier in the process, you are welcome to do so. Since Christ & St. Luke's is a separate entity from the Williams School, our decisions on scholarship awards have no bearing or influence on decisions made by the Williams School. If we award a scholarship, and your child is not admitted or does not enroll in the preschool, our scholarship offer is rescinded. Please notify us of that decision as soon as possible.



APPLICATION FOR TUITION ASSISTANCE

G. All scholarship information will remain strictly confidential and will be shared only as needed with members of the Christ & St. Luke's Scholarship Committee.

Please email scholarship@christandstlukes.org with questions and to submit your application.

APPLICATION MUST INCLUDE

A. The Application Information Sheet, completed in full.

B. Copies of the previous year's tax returns (1040s) to corroborate the annual income threshold. Tax returns will be shredded/destroyed upon review of your application.

SUBMISSION OF APPLICATION

For full-year aid for the 2026-2027 Academic Year, the completed application with all required attachments should be submitted to scholarship@christandstlukes.org or can be mailed or hand-delivered to:

Scholarship Committee
Christ and St. Luke's Episcopal Church
560 West Olney Road
Norfolk, VA 23507

RECIPIENT

A. The recipient will be notified of selection via a reward letter no later than one month after receiving your application.

B. Tuition payment will be made directly from Christ and St. Luke's to the Williams School.

C. If the applicant declines to enroll in the Williams School, or leaves the school during the scholarship award period, the family must notify the Scholarship Committee, and any tuition reimbursement for scholarship money that may occur from the Williams School will be paid back directly to Christ and St. Luke's.

APPLICATION FOR TUITION ASSISTANCE

Date of Application: _____

1. Child's Name: _____

Birthdate: _____ Class: 3 year olds 4 year olds

2. Second Child's Name: _____

Birthdate: _____ Class: 3 year olds 4 year olds

Parent/Guardian #1 Name: _____

Address: _____

Phone: _____

Email: _____

Parent/Guardian #2 Name: _____

Address (if different): _____

Phone: _____

Email: _____

Ages of other siblings: _____

How much assistance are you requesting? _____%

Is your child already admitted (or enrolled) for the 26-27 AY? _____

If not, have you applied for admission and are awaiting a decision from the Williams School, or are you considering applying for admission? _____

Is there anything else you would like us to know to help us understand your need? If you are applying for mid-year or non-full-year aid, please include what circumstances have changed. (Please feel free to use additional space, if needed)

APPLICATION FOR TUITION ASSISTANCE

Enrollment Year
(estimated)

Family Annual Income and Assets:

Parent/Guardian #1 Salaries and Wages

Parent/Guardian #2 Salaries and Wages

Net Profit from Business

Dividend/Interest Income

Alimony Received

Child Support Received

Social Security Benefits

Other Income

Home Value (if owned)

Other Real Estate

Approximate value in bank accounts

Other Investments (Net Value)

Monthly Expenses and Liabilities:

1st Mortgage

2nd Mortgage

Rent

Utilities

Net Business Losses

Student Loans and Education Expenses

Car Loans

Health Insurance Payments

Outstanding Medical Bills

Other Indebtedness

**Please attach a copy of last year's tax returns (1040s only).
These documents will be destroyed upon review of your application.**

Also, feel free to attach any additional information that will help explain your financial situation/needs.