



## *Scholarship Application Guide & Instructions*

School Tuition Association of Yuma (STAY) provides tax credit scholarships to students attending private schools throughout Yuma and the surrounding region.

Students are invited to complete one application per year. The scholarship application window opens March 1<sup>st</sup> and ends February 28<sup>th</sup> of each year. All students wishing to apply for a scholarship for the 2023 – 2024 school year may begin applying March 1<sup>st</sup>, 2023.

Before you begin filling out the application, please review the following information to determine if your student qualifies and what documentation they may need.

### *Types of Scholarships & Required Documentation*

There are three different types of tax credit scholarships: Corporate, Original and Switcher. Students need to qualify and/or turn in required documentation.

**Original Scholarships:** All Arizona residents attending a qualified private school are eligible to receive scholarships from this program. No documents required.

**Switcher Individual Tax Credit Scholarship** / eligibility is limited to:

- > Dependent of an active duty member of the US Armed Forces who is stationed in AZ pursuant to military orders (current active military orders required) or
- > Student enrolled in a qualified private school Kindergarten program (no documentation required) / (disabled students enrolling in a private preschool program for students with disabilities may be eligible if they have an IEP or MET) or
- > Student attended a public school for 90 days of the prior school year and transferred to a qualified private school (STAY Public School Attendance Form required) or
- > Student transferred from an out-of-state school (STAY Transfer Verification Form required) or
- > Student was previously receiving ESA fund and has discontinued the ESA program (official ESA account termination required) or
- > Student was previously homeschooled (STAY Transfer Verification Form required) or
- > Student received a scholarship from a Corporate Low-Income program, issued by an Arizona STO, and had uninterrupted continual enrollment in a private school (prior scholarship verification required).

## **Low-Income Corporate Tax Credit Scholarship /** eligibility is limited to:

- > Dependent of an active duty member of the US Armed Forces who is stationed in AZ pursuant to military orders (current active military orders required) or
- > Student enrolled in a qualified private school Kindergarten program (no documentation required) / (disabled students enrolling in a private preschool program for students with disabilities may be eligible if they have an IEP or MET) or
- > Student attended a public school for 90 days of the prior school year and transferred to a qualified private school (STAY Public School Attendance Form required) or
- > Student transferred from an out-of-state school (STAY Transfer Verification Form required) or
- > Student was previously receiving ESA fund and has discontinued the ESA program (official ESA account termination required) or
- > Student was previously homeschooled (STAY Transfer Verification Form required) or
- > Student received a scholarship from a Corporate Low-Income program **OR** an Original Individual Program **OR** a Switcher Individual Program, issued by an Arizona STO, and had uninterrupted continual enrollment in a private school (prior scholarship verification required).

**- AND -**

The family meets the annual income guidelines based on household size and income (updated and posted annually at [www.azstay.org/eligibility.html](http://www.azstay.org/eligibility.html)) (or, see FAQs at the end of the document).

### ***How can my student receive a tuition scholarship?***

You will need to fill out a [Student Application](#) in order for your student(s) to be eligible for a scholarship. The application window is March 1 of the "prior" school year thru February 28 of the "current" school year. **Example:** an application submitted on February 15th, 2023, will be considered for the 2022/2023 school year, but an application submitted on March 15th, 2023, will be considered for the 2023/2024 school year.

Failure to submit an application timely could prevent your child from being considered for a scholarship. All forms required by the application must be submitted to have met the application requirement. We recommend submitting the application prior to the start of the school year in which you are requesting a scholarship but not before May 1 of that school year.

### ***What if my student is receiving or has received ESA funds?***

A student that receives ESA (Empowerment Scholarship Account) money from the Arizona Department of Education cannot receive any funds from an STO for the same time period. A student may utilize an STO scholarship up to the start of ESA funding; or if the ESA contract has been canceled STO scholarships can be utilized after contract cancellation, presuming there is a tuition need. Once

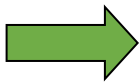
ESA funding begins, any outstanding STO scholarship money must be refunded by the private school to the STO.

## *How do I apply for my student to receive a tuition scholarship?*

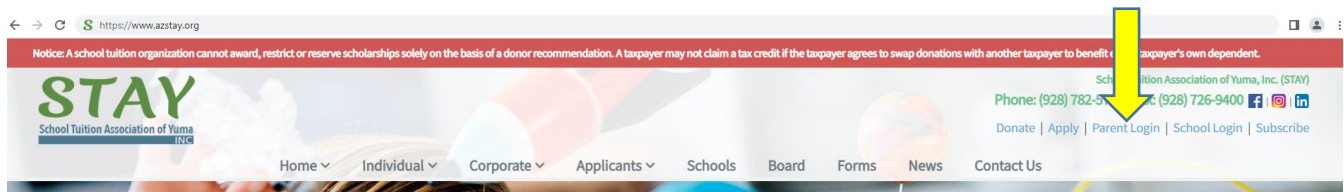
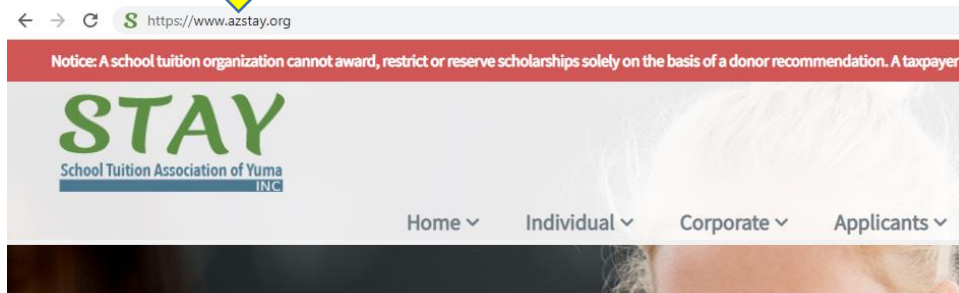
See instructions below.

**NOTE:** Applications without the appropriate required documents will be considered incomplete and will not be considered for a scholarship award. A complete list of documents and forms can be located at <https://www.azstay.org/forms.html>.

### *Instructions for Applying*



**STEP 1:** Go to [azstay.org](https://www.azstay.org). On the upper right side click on Parent Login. See illustration below.



**STEP 2:** If you are already a member, insert your Username and Password, and click the green Login button. You are now logged in and can click Apply at the top right hand of the screen. Complete the application.

If you are not already a member, click on the Register button.

## Member Dashboard/Login:

### MEMBER DASHBOARD

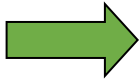
LOGIN - v1.9.9c  
**LOGIN**  
Please enter your username and password below. [Register](#) if you would like to create a member dashboard login.  

Member

Username:

Password:

Keep me logged in [Forgot password/username](#)



**STEP 3:** If you clicked the green Register button, you can now register (see below). Fill out the required fields (Username, Email, Password, Confirm Password) and click the green Submit button.

### MEMBER DASHBOARD

  
**REGISTER MEMBER**  
Use the form below to register for a Member Dashboard login. After you press t not receive an email and your spam/junk folders are empty, contact us. Please a  

Member

Username:

Email:

Password:

Confirm Password:



**STEP 4:** Go out to your email service provider and look for the verification email. PLEASE NOTE that the verification email might land in your Junk Email or Spam Folder. If you do not see it in your inbox, please check those folders. Once the verification email is opened, click the link to verify your account! If the email was in your Junk/Spam Folder and the link does not work, you may need to move the email to your inbox and try the link there.

---

**From:** admin@causeform.net <admin@causeform.net> **On Behalf Of** services@azstay.org  
**Sent:** Friday, August 13, 2021 11:47 AM  
**To:** Parent  
**Subject:** STAY Dashboard Registration Verification

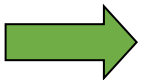
To Parent,

Please [ [CLICK HERE](#) ] to complete your registration.

You will be redirected to the STAY dashboard where you can login. If you have any questions, please reply to this email.

Regards,  
STAY Support

School Tuition Association of Yuma, Inc.  
200 E. 16th St. | Yuma, AZ 85364  
Phone: (928) 782-5786 | Fax: (928) 783-8251 | EIN: 86-0947351 | [helpdesk@azstay.org](mailto:helpdesk@azstay.org) | <https://www.azstay.org/>



**STEP 5:** After you have clicked on the link and verified your account, you may now log in. Go to [https://www.azstay.org/cf\\_member.html](https://www.azstay.org/cf_member.html) or the STAY homepage and click Parent Login (see STEP 1). Now that you are a member, insert your Username and Password, and click the green Login button.

## Member Dashboard/Login:

**MEMBER DASHBOARD** LOGIN - v1.9.9c

---

**LOGIN**  
Please enter your username and password below. [Register](#) if you would like to create a member dashboard login.

Member

Username:

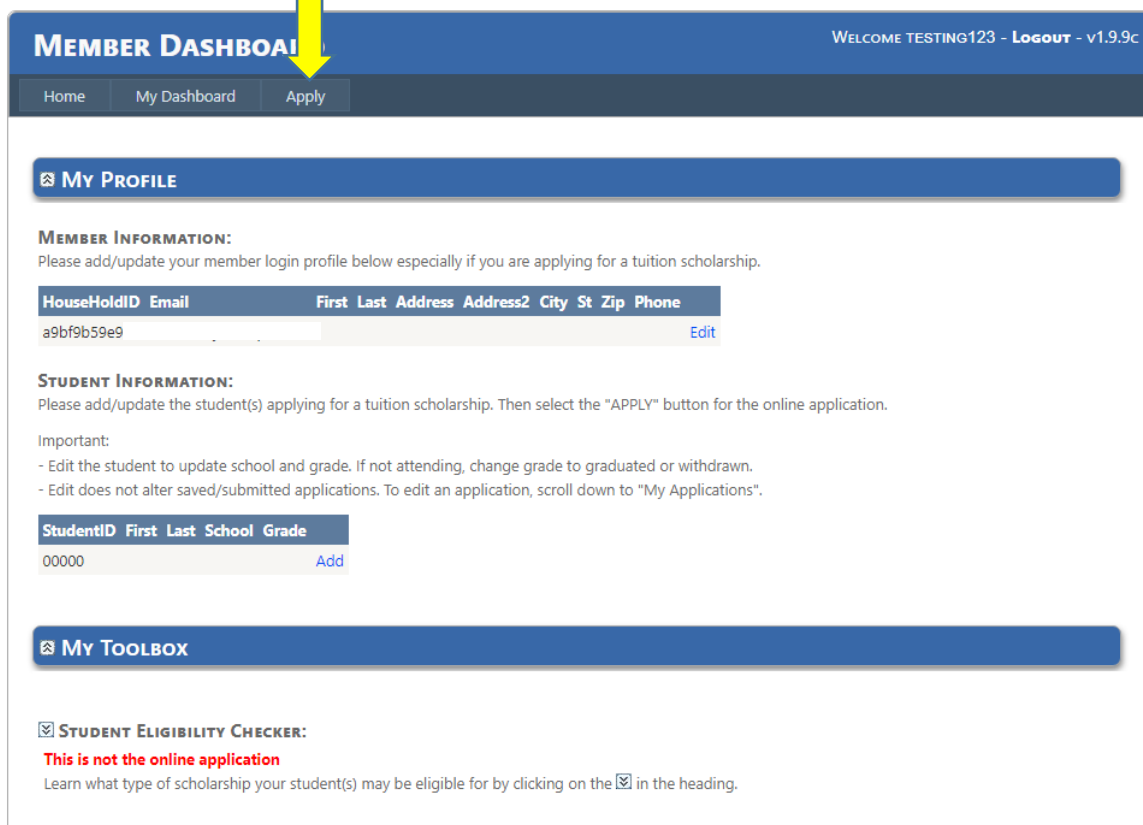
Password:

Keep me logged in [Forgot password/username?](#)

You should now be logged in.

Your screen should now say My Profile (see below). This is your dashboard—not the application. Click on the Apply button to begin the application.

## Member Dashboard/Login:



**MEMBER DASHBOARD** WELCOME TESTING123 - [LOGOUT](#) - v1.9.9c

Home My Dashboard **Apply**

### MY PROFILE

**MEMBER INFORMATION:**  
Please add/update your member login profile below especially if you are applying for a tuition scholarship.

HouseHoldID	Email	First	Last	Address	Address2	City	St	Zip	Phone
a9b9b59e9									<a href="#">Edit</a>

**STUDENT INFORMATION:**  
Please add/update the student(s) applying for a tuition scholarship. Then select the "APPLY" button for the online application.

Important:

- Edit the student to update school and grade. If not attending, change grade to graduated or withdrawn.
- Edit does not alter saved/submitted applications. To edit an application, scroll down to "My Applications".

StudentID	First	Last	School	Grade
00000				<a href="#">Add</a>

### MY TOOLBOX

**STUDENT ELIGIBILITY CHECKER:**  
**This is not the online application**  
Learn what type of scholarship your student(s) may be eligible for by clicking on the  in the heading.



**STEP 6:** Begin the application.

## Member Dashboard/Login:

**ONLINE SCHOLARSHIP APPLICATION** Welcome **testing123** - v1.9.9c

APPLICATION FOR SCHOOL YEAR 2023-2024

### SECTION 1: ACKNOWLEDGEMENTS

I/We have read, agree and understand the following by checking each box below:

Scholarships will be awarded without regard to the student's religion, race, color, sex, handicap, familial status or national origin.

Section 1: Read each sentence and check each box if you understand/agree.

**SECTION 1: ACKNOWLEDGEMENTS**

I/We have read, agree and understand the following by checking each box below:

- Scholarships will be awarded without regard to the student's religion, race, color, sex, handicap, familial status or national origin.
- Scholarship may only be used for tuition expenses for a child enrolled in grade K-12 at a qualified private school in the state of Arizona. Any unused portion must be returned to the STO.
- Recommending a student does not guarantee a scholarship will be awarded.
- Per A.R.S. 543-160, STO's cannot award, restrict or reserve scholarships solely on the basis of a donor's recommendation. A taxpayer may not claim a tax credit if the taxpayer agrees to swap donations with another taxpayer to benefit either taxpayer's own dependent.
- Notification will be sent to families when they have been awarded a scholarship.

Section 2: Fill in each section. For the Gross/Adj Gross: Multiply your household monthly gross income by 12. You may also use your taxes to complete those questions. If you need additional assistance with this question, there is a form on the STAY website under the "Forms" tab that you may use (Income Calculation Guide) or you may phone STAY at 928-782-5786 for assistance. Additional notes to help are included below.

**SECTION 2: PARENT/GUARDIAN INFORMATION**

The following information is required to assist us in determining your eligibility and scholarship amount. For the Gross and Adjusted Income amounts, please use the values from your most recently filed taxes.

Married Filing Jointly

<input type="text" value="Jane"/> <small>Parent 1 First Name</small>	<input type="text" value="Doe"/> <small>Parent 1 Last Name</small>	<input type="text" value="928-555-5555"/> <small>Parent 1 Phone</small>	<input type="text" value="42000"/> <small>Gross</small>	<input type="text" value="42000"/> <small>Adj Gross</small>
<input type="text" value="Mike"/> <small>Parent 2 First Name</small>	<input type="text" value="Doe"/> <small>Parent 2 Last Name</small>	<input type="text" value="928-555-5555"/> <small>Parent 2 Phone</small>		

Street Address

Suite or Apt

City

State

Zip

No  Yes    Parent is a member of the US Armed Forces and stationed in Arizona with military orders?

How do I determine my income?

Gross income: Include every type of income received, as an annualized amount (12 months). Include your earnings from work (the amount earned before taxes and other deductions—listed on your pay stub, or your employer can tell you), welfare, child support, spousal maintenance, pensions, retirement, and/or social security.

Include all other income such as: Supplemental Security Income (SSI), Worker's Compensation, Disability benefits, Veteran's (VA) benefits, Unemployment, Food Stamps, Housing, Strike benefits, Regular contributions from people who do not live in your household, Net income from self-owned business, farm, or rental income, etc. If you are in the Military Housing Privatization Initiative do not include this housing allowance.

Section 3: Fill in each section carefully. Upload any required documents. See notes below.

**SECTION 3: STUDENT INFORMATION**

The following information is required for all students applying for a scholarship. They must be enrolled, accepted and have a tuition balance at a K-12 private school for the year listed at the top. Please provide any additional information necessary to help the Scholarship Committee.

How many students applying for a scholarship?

**STUDENT 1:**

Jasmine Doe 01/01/2001 4.0-3.7 or A/A+

Select a School 12 10000

School Name Grade Tuition

No  Yes Attended Arizona public school for a minimum of 90 days in school year 2022-2023?

No  Yes Check each scholarship type received and enter the name of each STO that awarded it

Original  Corp Low Income  Switcher  Corp D/D

STAY

STO Name(s)

No  Yes Are you applying (or approved) for an Empowerment Scholarship Award (ESA) for the 2023 - 2024 academic year of this application ?

No  Yes Immediately before attending the AZ private school for the 2023-2024 academic year, did the student attend an AZ homeschool program OR a school in another state/country OR receive an ESA?

Scholastic:  Honor Society  Varsity Letter  Science Awards  Fine Arts Awards  Athletic Awards  Other

Community:  Athletics  Fine Arts / Drama  Service Projects  Boy / Girl Scouts  Religious Club  Part-Time Job  Other

Additional Info About Student 1:

500 characters left

**NOTES:**

If your student is transferring from a public school, ESA, or homeschool, this is where you will upload the Transfer Verification form located on our website under the tab “Forms” (choose the Select File tab and upload the form). Please include any documents requested on the Transfer Verification form. Your application is not complete without every requested document.

If your student has received STAY prior to the year you are applying for, you do not need to include a Scholarship Verification form here.

If your student has never received STAY, but has received funds from another STO, click which type of scholarship they received, type in the name of the STO, and upload the Scholarship Verification form (from our website) with the Select File button.

If you have trouble uploading a form, those can be emailed to [support@azstay.org](mailto:support@azstay.org). Photos of forms are acceptable if you are filling out the application on a phone.

**Any other documentation** not mentioned, pertaining to guardianship, military orders, ESA cancellation, etc., can also be uploaded here. You may upload more than one document for your student’s application.



## Section 4: Household Income

CLICK ON COPY NAMES. This is very important. Your students will not auto populate into the table unless you click COPY NAMES.

**SECTION 4: HOUSEHOLD INCOME**

Please fill in the table below with your name, spouse, children, and any other family members living full time in the household and their **current income**. To make it faster, press the copy names button first then make changes as necessary. This information is used to help determine your current financial situation and/or eligibility for corporate funding.

Name	Income*	Relation		
Jane Doe	\$42,000	Self	<a href="#">Edit</a>	<a href="#">Delete</a>
Mike Doe	\$0	Spouse	<a href="#">Edit</a>	<a href="#">Delete</a>
	\$0	Dependant	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="text"/>	<input type="text"/>	Select... ▾	<a href="#">Add</a>	

\*Note: **Income** is the current gross annual, pre-taxed earnings from work, welfare, child support, alimony, pensions, retirement, social Security, SSI, VA benefits, and any other source.

Fill in any other details about your financial situation that you wish to share.

1000 characters left

**AFTER** you have clicked on COPY NAMES, manually enter any additional household members with their income, one at a time. Click the blue “Add” after each additional entry. Your household is anyone living in the house with you (dependents, relatives, partners, foster children, friends, etc.).

**SECTION 4: HOUSEHOLD INCOME**

Please fill in the table below with your name, spouse, children, and any other family members living full time in the household and their **current income**. To make it faster, press the copy names button first then make changes as necessary. This information is used to help determine your current financial situation and/or eligibility for corporate funding.

Name	Income*	Relation		
Jane Doe	\$42,000	Self	<a href="#">Edit</a>	<a href="#">Delete</a>
Mike Doe	\$0	Spouse	<a href="#">Edit</a>	<a href="#">Delete</a>
Jasmine Doe	\$0	Dependant	<a href="#">Edit</a>	<a href="#">Delete</a>
Justin Doe	\$2,000	Foster	<a href="#">Edit</a>	<a href="#">Delete</a>
Tim Doe	\$0	Dependant	<a href="#">Edit</a>	<a href="#">Delete</a>
Sarah Doe	1000	Select... ▾	<a href="#">Add</a>	

\*Note: **Income** is the current gross annual, pre-taxed earnings from work, welfare, child support, alimony, pensions, retirement, social Security, SSI, VA benefits, and any other source.

Review the table carefully before moving on to the signature section. Make sure each member is listed with any appropriate income included.

Before completing the application, there is an opportunity to explain/provide any information you would like STAY to consider or to clarify any unusual household members.

For example, you could mention a pregnancy that is impacting your income, a family member that is living with you that has no income but is an adult, you have recently lost a job, etc.

If your income is exceptionally low, this is where you can provide details including that you receive housing, food stamps, live with your parents, etc. You may be contacted for additional details if information is not provided here to explain any unusual items/amounts in the application.

#### SECTION 4: HOUSEHOLD INCOME

Please fill in the table below with your name, spouse, children, and any other family members living full time in the household and their **current income**. To make it faster, press the copy names button first then make changes as necessary. This information is used to help determine your current financial situation and/or eligibility for corporate funding.

Name	Income*	Relation	
Jane Doe	\$42,000	Self	<a href="#">Edit</a> <a href="#">Delete</a>
Mike Doe	\$0	Spouse	<a href="#">Edit</a> <a href="#">Delete</a>
Jasmine Doe	\$0	Dependant	<a href="#">Edit</a> <a href="#">Delete</a>
Justin Doe	\$2,000	Foster	<a href="#">Edit</a> <a href="#">Delete</a>
Tim Doe	\$0	Dependant	<a href="#">Edit</a> <a href="#">Delete</a>
Sarah Doe	\$1,000	Other	<a href="#">Edit</a> <a href="#">Delete</a>

\*Note: Income is the current gross annual, pre-taxed earnings from work, welfare, child support, alimony, pensions, retirement, social Security, SSI, VA benefits, and any other source.

Fill in any other details about your financial situation that you wish to share.

1000 characters left



**STEP 7:** Complete section 5 (Signature) and click Submit. Make sure you have uploaded any required documents.

#### SECTION 5: SIGNATURE

I certify that all information provided on this application is true. In addition, all income reported is accurate as of the date of this application submittal.

I don't have a SSN

First Name Last Name Contact Email Last 4#s of SSN

Before submitting your application, verify that all information is accurate and complete. Once you press the submit button, your application will be placed in the queue for the scholarship committee to review.

That's it! You should receive an email verification that your application has been submitted.

## Frequently Asked Questions (FAQs)

### What are the income guidelines for my student to be eligible for Corporate Low-Income scholarships?

Federal Low Income Guidelines for 2023-2024 (185% of the reduced price meals guidelines):

Household Size	Annual Family Gross Income Allowable
1	\$49,900
2	\$67,492
3	\$85,083
4	\$102,675
5	\$120,267
6	\$137,858
7	\$155,450
8	\$173,042

**How do I know which type of scholarship I received last year?** You can check your emails. If you cannot locate an email from the agency that awarded your student a scholarship, the school where your student attended may be able to help.

**How soon can I apply for my student for the upcoming school year?** STAY began accepting applications for the 2023 2024 school year on March 1, 2023.

**Do I need to fill out an application for each student in my household who needs a scholarship?** No. Please only fill out one application and include each student in that application.

**What if I have had a change in income since I filed my taxes?** Use the financial details box in the application to provide details or email STAY directly at [support@azstay.org](mailto:support@azstay.org).

**May my child receive funds from more than one organization?** Yes. Nothing prohibits you from receiving scholarships from more than one organization.

**When can I expect to receive notification of a scholarship?** We issue scholarships throughout the year as funds come available. We notify the parents at the same time that we send a check to the school. This could happen any time during the school year.

**How often are scholarship awards distributed?** We issue scholarships throughout the year as funds become available. We typically issue the first round of scholarships for the school year in late July or early August. The last scholarship must be issued before the last day of the school year.

**What are the financial limits on scholarships that STAY can award a student per year?** Currently, STAY can award \$6,100 for Grades K-8 and \$7,900 Grades 9-12. The total scholarship award amount(s) for the 2023/24 school year cannot exceed the cost of the school tuition for that year. Amounts of scholarships are not guaranteed.

**Are currently enrolled homeschooled students eligible for STO scholarships?** Homeschool students are not eligible for STO scholarships. Students must be enrolled in private school full-time to receive an STO scholarship.

**What are the application deadlines?** Applications for school year 2023-24 opened March 1<sup>st</sup>, 2023, and will close February 28, 2024.

**Are scholarships first come, first serve?** Our scholarships are not first come, first serve. However, we strongly recommend applying early. If there are issues with your application and we are unable to process it this will give you time prior to our deadline to make corrections.

**If my child receive a scholarship, do I have to reapply every year?** Arizona Department of Revenue requires that students apply every school year for a low-income scholarship if they wish to qualify.

**If my income is too high for a low-income scholarship, can my student still qualify for other scholarships?** Yes. Your student may still qualify for an Original or Switcher scholarship.

FOR MORE INFORMATION, visit us at [www.azstay.org](http://www.azstay.org) or phone 928-782-5786 for additional assistance.

We look forward to partnering with you in support of school choice for every child!