

## How To Apply For A CEF Tuition Award (On-Site Processing)

### 1. Verify that you fall within the CEF Income Guidelines

- a. (All Non-Awarded/New Applicants must fall within the CEF Income Guidelines to apply.)

### 2. Complete the attached application

### 3. Read and sign the policy and declaration.

### 4. Submit your application along with your proof of income to your CEF Appointment. If possible please bring your entire Tax packet/Proof of Income to your CEF Appointment

#### The following proof of income is accepted by CEF:

- a. Page 1 of 2014 Federal Income Tax Returns (1040, 1040A or 1040EZ) – *Unobstructed View of Page 1*
  - i. Filed Separately
    1. If Applicant and Co-Applicant file separately, both tax returns are required for the same tax year.
  - ii. Dependents
    1. If student is not a dependent on Guardian's taxes, please provide taxes on which student is a dependent.
    2. Please provide the supplemental sheet for dependents if names are not on Page 1 of Form 1040.
  - iii. Tax Schedules
    1. Copies of all supporting tax schedules if you have income from any of the following:
      - a. Business (*Form 1040, Line 12 – Submit Schedule C or C-EZ: Page 1, 2 & Other Expense Page*)
      - b. Capital Gains (*Form 1040, Line 13 – Submit Schedule D*)
      - c. Rental Property, Partnership, Trust (*Form 1040, Line 17 – Submit Schedule E: Page 1 & 2*)
      - d. S-Corporation (*Form 1040, Line 17 – Submit Schedule E: Page 2, Form 1120S*)
      - e. Farm Income (*Form 1040, Line 18 – Submit Schedule F: Page 1*)
- b. Cash Income
  - i. CEF Notarized Statement of Income (*Requires a CEF Notarized Statement of Income signed and sealed by a Licensed Notary Public.*)
- c. Copies of all supporting documentation for household Non-Taxable Income:
  - i. *Social Security Income, CalWORKS: Welfare/TANF, Child Support, CalFresh: Food Stamps, Workers Compensation, Disability, Alimony, Section 8: Public Housing*
- d. All official documentation to prove income and dependents on "INCOME SOURCES" page of the application.

### 5. Your appointment to submit your application for review at

\_\_\_\_\_ is: \_\_\_\_\_, \_\_\_\_ 2016

### 6. CEF will notify you in writing on the status of your application.

\* All applications submitted to CEF are treated as confidential. CEF will destroy all proof of income in a confidential manner once income has been verified and a decision has been rendered on the application.