

Application of Tuition Grant

Checklist

Use this checklist to make sure your application is complete!
Incomplete applications can not be considered for a grant.

Documents

- _____ Completed Grant Application, including:
 - _____ Financial Information
 - _____ Description of Extraordinary Financial Circumstances
- _____ Completed 2008 Federal Tax Returns
- _____ Completed 2008 Federal Tax Returns for a Privately Owned Business
- _____ Copies of W-2's

Signatures

- _____ Application
- _____ Notice and Consent of Disclosure

Extremely Important: This application must be delivered in a sealed envelope, to the attention of the Grant Committee to the Parish Office; 315 NE Third Street; Washington, IN 47501, by September 30, 2009

Catholic Education Grant

Diocese of Evansville
Washington Catholic Schools
315 NE Third Street
Washington, IN 47501
812-254-2883
FAX: 812-254-2884

1. Register to attend Washington Catholic Schools. If you are a transfer student, you must have an entrance interview with the high school principal before coming to the Parish Office to register. All others can come directly to the Parish Office. The principal can be reached by calling 812-254-2050.
2. Obtain an Application for Tuition Grant, available at the Parish Office. Each family needs to fill out only one application, listing all the students on the same form.
3. Complete the application in full. Be sure to:
 - *Enclose your completed federal tax returns and W-2 forms for the calendar year 2008. If married but filing separately, include returns for both spouses.
 - *If divorced, complete the financial information including the total income of the parent and step-parent if parent is remarried for the household where the student lives.
 - *If divorced, and the non-custodial parent is paying a portion of the tuition, provide both parents' tax returns.
 - *Sign the "Notice and Consent of Disclosure."
4. Deliver all documents in a sealed envelope to the attention of the Grant Committee at the Parish Office before the September 30, 2009 deadline.
5. Make sure your application is complete. Incomplete applications can not be considered for a grant.
6. Your information is held in strictest confidence. Grants are awarded based solely upon the financial needs of the family relative to all other applications submitted. Not all applications receive a grant and no application receives a grant for full tuition. The decision to award a grant and the amount awarded are determined by the Catholic Education Grant Committee. The number and amount of grants is determined by the availability of funds.

7. If you are awarded a grant, you will be notified by mail as soon as all applications have been evaluated. The finance coordinator and the accounts receivable coordinator will also be notified and the amount awarded will be paid directly to the Catholic Community of Washington, Accounts Receivable Department and your tuition account will be credited for this amount.
8. You may appeal if you feel your application warrants a second consideration. Send a letter of explanation to the following address by October 31, 2009:
Catholic Education Grant Committee
315 NE Third Street
Washington, IN 47501
9. If you have any questions, please contact The Chief Operating Officer, the Finance Coordinator or the Accounts Receivable Coordinator at the above address or call one of them at 254-2883.
10. If your financial status changes during the course of the school year, you may reapply at any time.
11. This application is for the 2009-2010 school year only. The application process will have to be renewed each year.
12. Once again, ALL INFORMATION IS CONFIDENTIAL.

Parent and Student Information

Father's Name _____

Address _____

Phone Numbers (home, work, cell) _____

Mother's Name _____

Address _____

Phone Numbers (home, work, cell) _____

Number of dependents claimed on tax return _____

Number who live in household _____

Parents' Marital Status: _____

Student/Students live with _____

If the parents are divorced, is the mother remarried _____

If the parents are divorced, is the father remarried _____

If the parents are divorced, what percentage of tuition is each parent responsible for paying, according to the divorce decree:

Mother _____ Father _____

List names and grades of all students you are seeking your tuition grant for.

Number of service hours that can be completed and how they can be completed

Special talents (Electrician, Plumber, etc)

Financial Information

Please give ANNUAL figures

<u>Yearly Income</u>	<u>Father</u>	<u>Mother</u>	<u>Other</u>
Wages, Salaries (Gross)	\$ _____	\$ _____	\$ _____
Business Bonuses	_____	_____	_____
Child Support/Alimony	_____	_____	_____
Real Estate Income	_____	_____	_____
Interest, Dividends	_____	_____	_____
Totals	\$ _____	\$ _____	\$ _____

Total joint income for the year \$ _____

<u>Yearly Expenses</u>	<u>Father</u>	<u>Mother</u>	<u>Other</u>
Mortgage/Rent	\$ _____	\$ _____	\$ _____
Tuition	_____	_____	_____
College Tuition	_____	_____	_____
Auto Payment	_____	_____	_____
Credit Card Payment	_____	_____	_____
Loan Payments	_____	_____	_____
Electric	_____	_____	_____
Gas	_____	_____	_____
Totals	\$ _____	\$ _____	\$ _____

Parish Contributions \$ _____ CPC Contributions \$ _____

CEDP Contributions \$ _____ Other (Explain) \$ _____

Signature of Parents

I/We certify that all submitted information is true, correct, and complete to the best of my/our knowledge. I/We have attached copies of my/our 2008 Federal Income Tax Returns, with all forms and schedules including all W-2's. I/We certify that the attached is a copy of my/our final 2008 Federal Income Tax Returns as filed with the IRS. I/We understand that a 2008 Tax Return is required from both parents in the case of divorce, when both are responsible for paying a portion of the tuition.

Parent

Parent

Date

Date

Notice and Consent of Disclosure **Please read and sign**

Information contained in this application will be kept confidential to the extent provided by law. The Catholic Education Grant Committee, however, will permit inspection of all records required by appropriate government agencies and by parties permitted by applicable laws.

I/We consent to disclosure of all records pertaining to my child's/children's tuition grant application pursuant to applicable laws.

I/We consent to the disclosure of my tuition grant (award and amount) to the accounts receivable coordinator for this school year.

Parent

Parent

Date

Date

For Office Use Only

Date _____

____ Approved
Amount of Grant _____

____ Not Approved

Comments:

Committee Member Signature

Committee Member Signature