

Saint Cecilia Parish Tuition Assistance Guidelines
Version 1
March 1, 2003

PURPOSE: To equitably distribute contributed funds for the purpose of Financial Assistance to registered Saint Cecilia Parish Families.

There are two kinds of financial assistance available to Saint Cecilia Parish families who are committed to a Catholic Education but require financial help in order to attend or continue attending Saint Cecilia Education Center and/or Religious Education or Youth Ministry Programs. They are as follows:

- ***EMERGENCY TUITION ASSISTANCE*** will be awarded to families who need assistance because of changed financial circumstances, which includes such items as the loss of a job, the loss of a spouse, or a major medical emergency. The amounts may vary depending on the person's financial status and the circumstances surrounding the family's inability to pay.
- ***ANNUAL TUITION GRANTS*** will be given to those who need financial help in order to attend Saint Cecilia Education Center and/or Religious Education or Youth Ministry Programs.

The amount awarded will depend upon the family's financial status, their particular circumstances, and how much money the education center/church has available that particular year for tuition grants. No more than half of the school tuition will be awarded to a specific family.

There are general guidelines that apply for those seeking tuition grants or emergency assistance. There are also specific guidelines for those seeking tuition grants.

Those families desiring emergency tuition assistance or tuition grants must complete forms that are available both in the Parish Office and the School Office. Those applying for grants will be interviewed by a subcommittee of the Finance Committee. Those applying for emergency tuition assistance will meet with the Principal and/or Business Manager.

A tuition grant application for the education center or program session should be submitted between June 1, preceding the session, and the end of the session. It is best to apply early as funds are limited.

GUIDELINES:

- The primary responsibility for financing a student's Catholic Education rests with the student's family.
- Money for financial assistance has been given sacrificially, often by parents who are already paying tuition for their own children and/or registered member families who may not have children attending; therefore, it is imperative that all monies given for assistance must be carefully and equitably distributed.
- In order to equitably distribute funds, it is important that the Finance Committee have adequate information; therefore, the education center and/or programs require documentation of family resources when determining needs.
- It is helpful if parents explore other sources for tuition assistance in addition to applying for assistance from the education center and/or programs as funds are on a first come first serve basis.
- The school and/or programs will not discriminate in the administration of its financial aid policies because of race, color, national origin, sex, or age.
- The education center and/or programs will use a uniform methodology to assess annually, in a consistent and equitable manner, each family's ability to pay for education.
- The principal or business manager will notify accepted aid applicants of financial aid decision before requiring a student's non-refundable registration for admission if applicable forms are submitted at least one month before the school year begins.
- All information on the Tuition Grant applications will be held in strictest confidence by personnel of the Saint Cecilia Education Center and/or Parish.
- Parents are also expected to keep confidential the amount of tuition assistance that is given.

SPECIFIC GUIDELINES FOR TUITION GRANTS:

- Grant funds are not available for first year students until all current families have been considered for tuition assistance.
- Normally, tuition grants will be available on a first come, first serve basis after June 1 for the following Fall sessions. Parents new to Saint Cecilia Education Center and/or programs are encouraged to complete the tuition grant application as soon as possible.
- The children of teachers at Saint Cecilia Education Center and/or programs have first consideration in the distribution of funds.
- Students who receive grants are expected to maintain acceptable grades, exhibit appropriate behavior, and maintain regular school attendance.
- All applicants for tuition grants must complete an application and a possible interview with the principal or business manager which will verify tuition amounts and/or amounts owing.