

ST. CECILIA PARISH COMMUNITY

Ames, Iowa

TUITION ASSISTANCE COMMITTEE CHARTER

SECTION 1. Purpose.

The Tuition Assistance Committee will include the same individuals that are appointed by the Pastoral Council (the "Council") to serve on the budget committee of –Saint Cecilia Parish to review all applications on a confidential basis for tuition assistance for the Pre-School, School and Faith Formation Program. It is the intent that in no case should a family as a registered member of Saint Cecilia Parish, financially providing what they can, and has acted in good faith on behalf of their child/children, wishing a Catholic education for their child/children be denied this due in part to their personal financial circumstances.

SECTION 2. Committee Membership.

The Tuition Assistance Committee will consist of the Chair of the - Finance Council, a Pastoral Council Representative and a Catholic School Board Representative. The Business Manager, the Director of -Faith Formation and the Principal of the School shall serve as *ex officio* members of the Tuition Assistance Committee. The Tuition Assistance Committee Chairperson shall serve a consecutive term of no longer than three years.

SECTION 3. Meetings.

The Tuition Assistance Committee shall meet on an as needed basis in a timely manner accordance with tuition assistance applications as they are received. Three or more members of the Tuition Assistance Committee shall constitute a quorum for the transaction of business, and action by the Tuition Assistance Committee shall be upon the vote of a majority of those present at any meeting at which a quorum is present.

SECTION 4. Application Requirements.

Any registered member of Saint Cecilia Parish who has a dependent child/children enrolled in either School and/or Faith Formation Program can request assistance for tuition cost in one of the two following methods:

- School (Kindergarten – Fifth grade).
 1. Families with children attending or planning to attend the School must first provide a completed application to the Student Tuition Organization (STO) in conjunction with the Arch Diocese of Dubuque www.psas.org. The STO will be utilized as the first source of assistance for students. Upon receiving the decision by the STO, if a financial need still exists the family may then apply to Saint Cecilia Tuition Assistance Fund.
 2. Tuition Assistance Application as provided by the Parish will be completed and provided to the Parish Business Manager, the Principal or their Administrative Assistant. This process may also involve a personal interview with the Principal of the school and/or Parish Business Manager.
- Faith Formation & Pre-School.

1. Tuition Assistance Application as provided by the Parish will be made to the Parish Business Manager, School Principal, Director of Faith Formation or their Administrative Assistant. This process may also involve a personal interview with the Director of Faith Formation and/or Parish Business Manager.

In the event that the family applying for assistance has children enrolled in both the School and Faith Formation programs, the application requirements of the School will be followed.

SECTION 5. Committee Authority and Responsibilities.

The Committee will review only the financial information of the applicants in a confidential manner. Personal information, including the applicant's name will not be disclosed to the committee members, but only to the Business Manager, School Principal, Director of Faith Formation and their Administrative Assistant. The funds available for tuition assistance will be distributed on an as needed basis.

The Tuition Assistance Committee will review School applicants in the following manner:

1. First consideration should be given to applicants when the STO recommends that there is additional need beyond what the STO is able to provide.
2. If the STO does not recommend that there is additional need, applicants may still be provided tuition assistance based on the application to the Tuition Assistance Fund and/or possible extenuating circumstances beyond those disclosed to the STO.
3. Application outside of the STO process for reason of financial hardship. The Business Manager and/or the Principal may come with a recommendation for these applications.

The Tuition Assistance Committee will review Faith Formation and Pre-School Applicants in the following manner:

1. Application for reason of financial assistance. The Business Manager, Principal and/or the Director of Faith Formation may come with a recommendation for these applications.

The committee reserves the right to act on an applicant's request for tuition assistance for either the School or Faith Formation program when no other immediate assistance is available, the applicant has acted in good faith on behalf of his/her child/children, and, due to unknown and/or extenuating circumstance which occurs beyond the applicant's control that would cause the family undue hardship. *On very rare occasions this may be granted without a formal application based on the recommendation of the Parish Pastor or Business Manager and the respective Principal and/or Director of Faith Formation.*

Approved by the F&A Commission 2/9/2010
Revisions approved by Finance Council May 2012.