

# **Tuition Assistance Policy**

## **All Saints Catholic School of Roswell – February 16, 2012**

A goal of All Saints Catholic School is to provide a Catholic school education to every potential student that desires one. However, we realize that many families have financial barriers that impede their ability to fully fund their children's Catholic school education. All Saints has established a tuition assistance fund for the purpose of assisting qualified families with tuition assistance based on their financial need. This policy describes the criteria used to assess need and make tuition assistance awards.

This policy is to be considered a Qualified Scholarship Program under the Internal Revenue Code (26 U.S.C. Section 117 "Qualified Scholarships") and that awards be tax free to the recipient.

### **Contributions**

Contributions to All Saints Catholic School's tuition assistance fund are tax deductible. Contributors should consult their tax adviser to determine final deductibility. Checks should be made payable to All Saints Catholic School and earmarked for the tuition assistance fund on the check. For all contributions of \$250 or greater, an official donation receipt letter to be used for tax purposes will be sent to each contributor.

### **Applications**

All families requesting tuition assistance must apply using the FACTS Aid Assessment application, an online application linked to from our website at <http://www.allsaintsschool.us> (under "School Tuition"). FACTS Aid Assessment is a third party assessor that uses an unbiased algorithm to score assistance needs. Please visit <http://www.factsmgt.com> for more information.

All aid applications for students registered by May 15<sup>th</sup> for the next school year must be completed by June 1<sup>st</sup> prior to the next school year. All documents, including a copy of the prior year tax return or proof of income, are to be provided to FACTS by this deadline. In the case of extenuating circumstances, late applications may be considered, however, applications received by the deadline will be considered first.

All financial information collected is strictly confidential. Applications and financial information will be reviewed based on the Additional Eligibility Requirements listed below.

### **Tuition Assistance Awards**

In order to meet the needs of the greatest number of families, the maximum tuition assistance award will be 80% of the annual tuition. The amount of the award will be based on the FACTS aid application score and an internal review of the application information by the All Saints finance committee (or tuition assistance committee, if exists). Each application will be reviewed and eligibility verified based on the requirements defined in this policy. Once eligibility is established, families will be offered tuition assistance based on need and availability of tuition assistance funds.

Any funds that are awarded and subsequently not used due to withdrawal of the student or other loss of eligibility as defined by this policy will be returned to the tuition assistance fund for award to other eligible families under this policy. Awards granted after the first day of school will apply only to the tuition due from the date of the award to the end of the current school year.

### **Additional Eligibility Requirements**

- a) Completed FACTS Aid Assessment application, including required income documents.
- b) Any account balances owed by the family from a prior school year must be paid in full.
- c) Assistance does not renew automatically; families must re-apply each year for assistance.
- d) Once an award is granted, additional need cannot be re-applied for or negotiated further unless the family has experienced a catastrophic loss that has severely affected their financial health.
- e) Parents are expected to try and pay more toward tuition if their financial situation improves so that other families may be assisted. Therefore, parents are expected to contact the office in such cases.

*Tuition assistance does apply to registration fees, book fees, and bus fees (if needed).*

*Tuition assistance does not apply to pre-school.*

*Failure to comply with any eligibility requirement will affect eligibility for future assistance.*

*Employees of All Saints Catholic School are eligible to apply for Tuition Assistance for their children.*