



Our Lady of Bethlehem School and Childcare Tuition Assistance Program

A. Guidelines for the Tuition Assistance Program

1. The Tuition Assistance Program is designed to provide tuition assistance for families of enrolled school students with demonstrated financial need. Financial awards are determined by the Tuition Assistance Committee.
2. The Committee prioritizes those families qualifying for tuition assistance based on the families' ability to pay for school tuition and on the amount of tuition assistance funds that Our Lady of Bethlehem has to offer.
3. Upon receiving tuition assistance applications, the Tuition Assistance Committee, comprised of the Director and two members of the Board of Trustees, confidentially reviews the applications and finalizes the amount of tuition assistance to be awarded.
4. Tuition assistance is awarded annually. Awards will be determined and communicated to all applicants by April 15 for the following school year. To determine actual tuition owed annually, the award amounts will be subtracted from the standard tuition amount. For those families paying monthly, the amount of actual tuition owed will be pro-rated over 10 months.
5. Once tuition assistance has been granted for a school year, the award will be honored unless the student leaves or is expelled from the Our Lady of Bethlehem, at which time the award would be pro-rated for the period of time the student was at Our Lady of Bethlehem.
6. All tuition assistance awards are granted for only one school year only. Awards must be applied for and reviewed annually.
7. A family must have a student(s) enrolled in Totally Terrific Twos, Preschool, Pre-Kindergarten and/or Kindergarten to be eligible to apply for tuition assistance. No other restrictions will be placed on the group of individuals that may apply for tuition assistance.
8. Our Lady of Bethlehem does not discriminate on the basis of race, color, gender or ethnic origin in its selection procedures for tuition assistance. Should a member of the Tuition Assistance Committee have a family member that applies for tuition assistance, that member of the Tuition Assistance Committee will excuse himself/herself from discussions and decisions regarding the family's application.
9. All tuition assistance awards will be funded by actual money allocated to tuition assistance prior to the awards being allocated.

B. How to apply for the Tuition Assistance Program

1. Enroll your student(s) for the upcoming school year no later than March 15. This includes submitting a completed Registration, Application and paying a \$150 non-refundable deposit.
2. Complete a tuition assistance application – available on our website or in our office.
3. Submit the completed application to the Tuition Assistance Committee no later than March 15.
4. Please note: You will be asked to provide the following documentation at the time of your tuition assistance application:
 - Copies of your most recent tax forms including all supporting tax schedules. Applicants are encouraged to file tax returns early to facilitate the application process.
 - Copies of the most recent W-2 forms for each employed parent/guardian.
 - Copies of documentation verifying any other income, including, but not limited to, Temporary Assistance for Needy Families (TANF), Social Security, child support, worker's compensation, etc.
5. You will be notified in writing no later than April 15 of your tuition assistance award status.