

# *Catholic Diocese of Wilmington*

P. O. Box 2030

Wilmington, DE 19899-2030

---

## **VISION FOR THE FUTURE EDUCATION FUND and SCHOOL-SPONSORED EDUCATION FUNDS**

### **Tuition Assistance Request Procedure**

**2008-2009 School Year**

*Catholic Diocese of Wilmington*  
**Vision for the Future Education Fund**

*Tuition Assistance Request Procedure – 2008-2009 School Year*

---

## *Introduction*

Any family with students registered in a Catholic Diocese of Wilmington (CDOW) parochial, inter-parochial, diocesan, or regional elementary or secondary school who feels they have a need for tuition assistance is encouraged to submit an application to the Vision for the Future (VFTF) Education Fund. Based on the demonstrated need of each individual student and the amount of funds available from the VFTF Education Fund, those students demonstrating the highest level of need will receive tuition assistance. Additionally, most families make financial sacrifices so their children can attend Catholic schools. This program helps those families who, even with their sacrifices, are unable to meet the financial obligation.

To assist the VFTF Tuition Assistance Committee in determining tuition assistance awards, parents or guardians must submit an application form to Private School Aid Service (PSAS) for evaluation. PSAS provides an objective, family, financial analysis to help the VFTF Tuition Assistance Committee determine in a fair, impartial, and consistent manner the ability of a family to pay for an education at a CDOW elementary or secondary school. The VFTF Tuition Assistance Committee, under the guidance of the Diocesan Development Director, makes all decisions regarding the amount of a financial award.

Some schools offer tuition assistance that is supplemental to that awarded from the VFTF Education Fund. As we publish this document, there are 12 schools offering supplemental tuition assistance that are coordinating their application procedures with the CDOW. These 12 schools,

- Christ the Teacher Elementary School
- Good Shepherd Elementary School
- Holy Cross Elementary School
- Our Lady of Fatima Elementary School
- St. Ann Elementary School
- St. Anthony Elementary School
- St. Elizabeth Elementary School
- St. Francis de Sales Elementary School
- Ss. Peter and Paul Elementary School
  
- St. Mark's High School
- Ss. Peter and Paul High School
- St. Thomas More Preparatory

coordinate their application procedures with the CDOW to require **only one application for each family**, no matter how many CDOW schools are being attended. The other schools within the CDOW may offer supplemental tuition assistance but may have their own application procedures. Please check with those individual school offices for their requirements.

*Catholic Diocese of Wilmington*  
**Vision for the Future Education Fund**

*Tuition Assistance Request Procedure – 2008-2009 School Year*

---

### *Procedure*

In the application envelope provided, **return the application package directly to Private School Aid Service, P. O. Box 770728, Lakewood, OH 44107-0034 no later than March 3, 2008.** Include in the application package:

1. The **PSAS Tuition Assistance Application Form**. As an option, download the form from the CDOW web site at [www.cdow.org/tuitionassist.html](http://www.cdow.org/tuitionassist.html). To complete this form, you need to include:
  - a. Detailed copies of all pages and Schedules of your Federal 2007 IRS Form 1040, 1040A, or 1040EZ (as filed with the IRS),
  - b. Form #1120S (as applicable),
  - c. Form K-1 (as applicable),
  - d. Form #1065 (as applicable), and
  - e. Copies of all 2007 W-2 and/or 1099 forms for individuals listed in Sections A and B.
2. A completed, signed IRS Form 4506-T, which is attached to the application form.
3. The **\$21.00 non-refundable, processing fee** made payable to PRIVATE SCHOOL AID SERVICE.

**If you do not include all three items of the application package in the envelope, PSAS will not process your application package until PSAS receives all items. If PSAS cannot finalize your application until after the cut-off date, any award you may receive will be less than an application processed on time.**

### *Awards*

Once the VFTF Tuition Assistance Committee receives the PSAS evaluation results for all applications received by the deadline, the VFTF Tuition Assistance Committee will assess each family's need and will make an award based on the PSAS evaluation, a nomination form filed by the parish or school, and the available funds. The CDOW will notify each family of their tuition assistance award during May 2008. Depending on whether there are additional funds available from your school, you may receive a supplemental award from your school.

### *Important Considerations*

Only students attending elementary or secondary school receive tuition assistance. Since pre-school is optional, students enrolled in a pre-school will not receive tuition assistance.

There is no guarantee a family will receive tuition assistance each year. To receive consideration for tuition assistance, each family must submit an application each school year.

Each year, a limited amount is available for tuition assistance. In order to have an equal opportunity to share in the distribution of this amount, you must follow the procedures outlined above and submit the required documents on time. Otherwise, funds may not be available. **If you choose not to follow the above procedures, you will not receive consideration for tuition assistance for the 2008-2009 school year.** It is imperative you follow the procedures outlined above and get your application in on time.

There are circumstances that might cause a family to apply for tuition assistance once the application cut-off date has passed. For example, a **new** family enrolls their children in the school for the first time, or an

*Catholic Diocese of Wilmington*  
**Vision for the Future Education Fund**

*Tuition Assistance Request Procedure – 2008-2009 School Year*

---

existing family's financial circumstances change. **It is important you still follow these application procedures for tuition assistance consideration** so both the CDOW and the respective school can make an appropriate determination. Keep in mind you are applying for tuition assistance after the application cut-off date. Therefore, you may not be eligible for tuition assistance from the VFTF Education Fund; however, you may still be eligible for tuition assistance directly from your school.

*Tuition Assistance Procedure Timeline*

