

Saint Clement School Tuition Assistance Program Guidelines

What is the Tuition Assistance Program?

The Saint Clement School Tuition Assistance Program (TAP) provides temporary supplemental funding for tuition and fees to current school families who are experiencing temporary financial need. TAP is intended to provide limited financial assistance when unforeseen financial hardships arise during the school year, such as a death in the family, a loss of a job, extraordinary medical expenses, bankruptcy, or home foreclosure. TAP grants are not meant to address chronic needs.

Who is Eligible?

Current school families with children in Kindergarten through 8th grade who have a demonstrated need for short-term financial assistance are eligible to receive TAP grants. Preference will be given to students in 1st through 8th grade. To the extent that TAP funds remain available after all grants have been awarded with respect to 1st through 8th grade applicants, Kindergarten applicants will be considered.

Tuition assistance is not available to families during their first year of enrollment at Saint Clement School, and TAP grants cannot be applied against Pre-Kindergarten tuition or fees.

What is the Application Process?

All families seeking tuition assistance must complete the online FACTS Grant Application. Completion of the application requires disclosure of pertinent financial information, including copies of current W-2 Federal Wage and Tax Statements. Upon submission of the application to FACTS Management Company, FACTS will analyze the financial information and make a tuition assistance recommendation for each applicant family.

TAP grants will be determined on a case-by-case basis by the School Principal and the Pastor, taking into consideration the recommended tuition assistance amount generated by FACTS as well as other information that may be supplied by each applicant family regarding their unique situation and needs.

The amount of all TAP grants shall be determined in the sole discretion of the Principal and the Pastor. The Principal and Pastor shall not be obligated to award any TAP funds to an applicant and shall not be required to award any particular amount of TAP funds to an applicant, regardless of the recommendation that may be made by FACTS Management Company.

Alternatively, the Principal and the Pastor may determine that an applicant family's unique circumstances necessitate the award of TAP funds in excess of the tuition assistance amount recommended by FACTS Management Company.

TAP grants are subject to the availability of budgeted TAP funds, and TAP awards will be made on a first-come, first-served basis. Once the budgeted TAP funds have been exhausted for any given school year, no further TAP awards will be made for that school year.

What are the Application Deadlines?

FACTS Grant Applications for each new academic year must be completed by April 15th of the preceding academic year.

In the case of unforeseen economic hardship arising in the middle of a tuition payment cycle for any academic year, a family may submit an application for the then-current school year to the Principal and Pastor at the time the need arises. Any applications made after the April 15th application deadline, however, are subject to the availability of budgeted TAP funds.

What are the Criteria for Determining TAP Grants?

- Current family income level
- Nature of the circumstances giving rise to the need for assistance
- Additional financial burdens the applicant family may be carrying
- Anticipated duration of financial hardship
- Demonstrated commitment to Catholic education and faith development
- Involvement in the Saint Clement School and Parish community

Are there any Additional Limitations or Restrictions?

- TAP grants are not automatically renewable, and receipt of a TAP award in one academic year does not guarantee eligibility for tuition assistance or the same level of tuition assistance in any subsequent academic year even if the applicant family's economic situation has not changed. Any family seeking tuition assistance for multiple academic years must complete a new grant application each academic year.
- TAP grants cannot be applied against Pre-Kindergarten tuition or fees.
- TAP grants are not available to families during their first year of enrollment at Saint Clement School.

- Awards are subject to reduction or withdrawal upon:
 - (i) a change in the applicant family's economic situation such that a renewed FACTS Application would result in a recommendation that no tuition assistance funds be awarded;
 - (ii) failure of the applicant family to meet its commitment to attend Sunday Mass on a regular basis;
 - (iii) failure of the applicant family to complete required service hours at Saint Clement Church or Saint Clement School;
 - (iv) failure of the applicant family to meet its assigned financial obligations;
 - (v) determination by the Principal and Pastor that the applicant intentionally misrepresented the family's financial situation or circumstances giving rise to the need for tuition assistance; or
 - (vi) determination by the Principal and Pastor, in their sole discretion, that the family no longer meets the eligibility requirements to receive tuition assistance through the TAP program.