

## **BISHOP'S SCHOLARSHIP FUND FOR ELEMENTARY SCHOOLS**

The Office of Schools announces the creation of a new Bishop's Scholarship Fund established to:

1. Financially assist families so that their children are able to afford a Catholic School Elementary Education.
2. Increase enrollment at our Catholic Schools.
3. Assist our schools in sustaining and increasing their enrollment through on-going scholarship funds.

In order to reach the intended goals of the Bishop's Scholarship Program, the following regulations have been established by the Office of Schools:

1. A preliminary allocation will be given to each school annually in May.
2. The parish/school will advertise the scholarship program through newsletters, bulletins, and other media. Verification of publicity and publications (dates, etc) are to be reported to the Office of Schools at the time the funds are requested.
3. Families inquiring about the Bishop's Scholarship Program are asked to submit financial disclosure locally (see attached). All applications for fundings must be returned to the School Administrator by August 15<sup>th</sup>.
4. The school administrator will decide on how best to allocate the funds and what level (i.e. \$200, \$400, \$600, etc.) of assistance. The amount of assistance should be determined by economic need and weighed against the availability of other funds which the family receives.
5. Annually in September, the school administrator will report on the use of allocated funds. The school administration must provide the Diocese with publication verification, total number of inquiries, scholarship recipients, a copy of recipient financial disclosure, and the amount awarded. Funds will be released to the school semi-annually (most likely in October and February).
6. Annually, the parish/school will assist and cooperate in the development efforts as directed by the Diocesan Stewardship and Development Office to help replenish scholarship funding. This will most likely mean submitting names of potential donors (local business and school boosters), attending and / or hosting receptions, follow-up contact with prospects, etc.

**Bishop's Scholarship  
Financial Disclosure  
Grant Application**

**CONFIDENTIAL**

To be Completed by Applicant

**NOTICE:** ALL INFORMATION GIVEN ON THIS TUITION GRANT APPLICATION WILL BE HELD IN STRICTEST CONFIDENCE.

SCHOOL: \_\_\_\_\_ CITY: \_\_\_\_\_

**FAMILY INFORMATION**

FAMILY'S LAST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_

**EMPLOYMENT INFORMATION**

	FATHER	MOTHER
NAME:	_____	_____
PLACE OF EMPLOYMENT:	_____	_____
ADDRESS:	_____	_____
	_____	_____
OCCUPATION:	_____	_____
YEARS AT POSITION:	_____	_____

**CHILD/CHILDREN'S INFORMATION:**

For School Year \_\_\_\_\_ to \_\_\_\_\_

NAME/CHILDREN IN SCHOOL

GRADE/AGE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NUMBER OF DEPENDENT CHILDREN: \_\_\_\_\_

NUMBER OF OTHER DEPENDENTS (list): \_\_\_\_\_

(Name/Age)

\_\_\_\_\_

\_\_\_\_\_

**FINANCIAL INFORMATION (Completed By Applicant)**

Please attach Federal W2 Form and a copy of the front page of your most recent Federal Tax Return.

GROSS INCOME: \_\_\_\_\_

Comment:

TOTAL AMOUNT OF MONTHLY EXPENSES  
(HOUSE PAYMENT, UTILITIES, ETC.): \_\_\_\_\_

Comment:

1. Please indicate the reasons why you are applying for financial assistance at this time.

2. How much tuition do you feel you can pay for this school year?

3. How long will you need assistance?

**AFFIRMATION**

We certify that the information included on this application is truthful and complete to the best of our knowledge. We agree to notify the pastor and the principal of any significant changes in our financial situation.

Signatures: (Parents or Guardians)

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_

\_\_\_\_\_ Date

**COMPLETED BY SCHOOL ADMINISTRATOR**

Tuition for this family is \$ \_\_\_\_\_

I authorize \$ \_\_\_\_\_ from the Bishop's Scholarship Fund.

Please list any other assistance which the family receives:

\_\_\_\_\_ School Principal