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## **TAP – Definition**

### **What is Tuition Assistance Program (TAP)?**

- *TAP is a tuition assistance program designed to provide financial assistance to St. Malachy School families that are unable to pay published tuition rates.*

### **What is TAP intended to accomplish?**

- *TAP is intended to make the Catholic Education we provide at St. Malachy School affordable for any registered and practicing Catholic family independent of the family's ability to pay the published tuition rates.*
- *TAP is intended to make the Catholic Education we provide at St. Malachy School affordable to Non-Catholic families as funds are available.*

### **How does it fit into the tuition plan?**

- *TAP is a need-based tuition plan that facilitates both parish and school missions as is required by the Diocesan Office of Catholic Education.*

### **How is TAP determined?**

- *Based on a family's circumstances and application, awards are calculated by the TAP committee and applied as an added discount to the published tuition rate in an effort to make Catholic Education more affordable.*

## **TAP Policies**

### **Who can apply for tuition support?**

- *Any registered and practicing Catholic with child/ren in grades K thru 8.*
- *Any Non-Catholic with child/ren in grades K thru 8.*

### **How do I apply?**

- *Catholic families must apply for the John Lancaster Spalding Scholarship (JLSS) which involves the completion of a FACTS tuition assistance application and a JLSS application. The cost is \$30.*
- *Non-Catholic families must complete the FACTS tuition assistance application. The cost is \$30.*

### **When do I apply?**

- *TAP is an annual process that begins January 1<sup>st</sup> of each year and concludes with the beginning of the new billing cycle on or around July 1<sup>st</sup>.*

- *All applications must be submitted by March 15, 2015.*
- *New families or student transfers are eligible at any time.*

## **TAP Policies Cont'd**

### **How will the school use the information?**

- *For tuition purposes only to evaluate the financial needs of those applying for tuition assistance.*

### **How long does it take?**

- *After completing the application process the families will be notified by the school office no later than May 16<sup>th</sup>.*

### **Who do I Contact with questions?**

- *Questions regarding the application process - Director of the Parish Office of Stewardship*
- *Questions regarding TAP awards and compact - School Office*

### **How is confidentiality preserved?**

- *All school families will receive a TAP information packet prior to school registration*
- *All applications are completed online*
- *An anonymous number will be assigned to each application*
- *The TAP committee member will review, evaluate and discuss the anonymous applications*
- *Only officials in the Diocesan Office of Catholic Education, the Pastor, the Principal and the Director of the Parish Office of Stewardship will know the names of the applicants*

### **What is required of me if I receive financial assistance?**

- *Financial assistance may vary from year to year, family to family*
- *Reading, signing and returning a school compact and fulfilling the obligations as contained therein.*

### **How is TAP funded?**

- *A portion of Parish subsidy earmarked for tuition assistance*
- *Additional subsidy from participating parishes earmarked for tuition assistance*
- *An annual grant from the Henry J. Smith Trust*
- *Income from the Wally Tatar Tuition Assistance Fund*
- *Wills/Bequests/Memorials directed to the tuition assistance fund*
- *Percentage of proceeds from annual fundraisers*
- *Percentage of proceeds from the Annual Fund Drive*
- *Donations from individuals or corporations*

## **TAP Administration -- Roles**

### **Who are the key players in the administration of TAP?**

#### **Education Commission**

- *Propose, present, review, discuss, revise and recommend a tuition assistance program to the Pastor*

#### **Parish Finance Committee**

- *Annual consultation regarding the amount of money available in the budget for tuition assistance*

#### **Director of the Office of Stewardship**

- *Assemble and distribute TAP materials to all families*
- *Assist families throughout the application process*
- *Prepare application results for the TAP committee for review and provide (if possible) 2 years of history of previous TAP and Spalding awards for each applicant*

#### **TAP Committee**

- *Committee to consist of 3 parishioners appointed by the Pastor who have an interest in the funding of Catholic Education (Ideally should not have a current child or grandchild enrolled at the school)*
- *Review, evaluate and discuss all application results*
- *Recommend and propose awards to the Pastor*

#### **Pastor**

- *Approves recommendations from TAP committee*

#### **School Secretary**

- *Prepare compacts and notify applicants of awards received*
- *Assist families with setting up billing process through FACTS*
- *Monitor payments and prepare reports for Principal and school bookkeeper*

#### **School Bookkeeper**

- *Will have knowledge of tuition commitments and payments through FACTS Billing*

#### **Principal**

- *Consults with delinquent families and enforces tuition policy*

## TAP Administration Process -- Timeline

### January

- *Bulletin postings in January tied to registration and tuition announcements*
- *Information posted on school web site along with tuition rate information and deadlines*
- *All PSR students should receive school registration and tuition assistance information*
- *Letter to all school families – description of program, how to apply, deadlines and confidentiality*
- *TAP information packet distributed at the January Home and School Meeting or sent home in brown envelopes.*
- *Anytime between January 1<sup>st</sup> and June 1<sup>st</sup> **new families** should register with FACTS billing and set up a payment plan (Current families are automatically re-enrolled, should access FACTS billing **ONLY** if changing account information or payment frequency)*

### February 1<sup>st</sup> – March 15<sup>th</sup>

- *All Catholic families seeking tuition assistance must complete a John Lancaster Spalding Scholarship application, online and pay a \$30 submission fee.*
- *All Non-Catholic families seeking tuition assistance must submit a FACTS tuition assistance application, online and pay a \$30 submission fee.*
- *Application deadline for all required materials is **March 15, 2015***

### March 16<sup>th</sup> – April 16<sup>th</sup>

- *Applications are entered by FACTS/Diocese*
- *Parish receives notification of application results from FACTS/Diocese*

### April 16<sup>th</sup> – May 15<sup>th</sup>

- *Spalding Scholarships awards announced*
- *Applications are reviewed and evaluated by TAP committee*
- *Tuition assistance is discussed, verified and recommended to Pastor*
- *Tuition assistance is confirmed by Pastor*

### May 16<sup>th</sup>

- *Applicants will be notified by school office - Compacts will be sent to families*

### May 25<sup>th</sup>

- *Signed compacts are due back to school office*
- *Deadline for families to go online and register for FACTS billing to set up or revise a payment plan*

### July 1<sup>st</sup>

- *New billing cycle begins for 2015/2016 school year*