

**Catholic Churches of South Washington County  
St. Augustine, St. James, St. Joseph**

**Tuition Assistance Policy and Procedures**

**May 2018**

## **Purpose**

This policy is intended to provide for a uniform means of determining the amount of tuition assistance to provide to parishioners. Until St. Augustine, St. James, and St. Joseph become one canonical entity the amount of tuition assistance will be determined on a parish by parish basis.

## **Archdiocesan Requirement**

The Archdiocese of Baltimore requires that each parish within the Archdioceses support Catholic education through a special assessment. The amount of the assessment is based upon a parishes total offertory collection for the two previous fiscal years. For example, the assessment for fiscal year 2019 was based upon the total offertory collections for fiscal years 2016 and 2017. The special assessment called for by the Archdioceses is assessed at a rate of 1percent to 5 percent of the parishes annual offertory. The following table shows how the assessment is calculated:

Less than \$100,000	1 percent
\$100,001-\$200,000	2.5 percent
\$201,000-\$500,000	3.5 [percent
\$500,001 and over	5 percent

The Archdiocesan assessment represents the minimum amount that each parish must provide in support of Catholic education.

## **Eligibility**

To be eligible to apply for and receive tuition assistance a family must be a registered member of either St. Augustine, St. James, and/or St. Joseph. Additionally, if tuition assistance is provided it must be to a school that is recognized by the Archdioceses of Baltimore. Families are required to apply for tuition assistance annually. Tuition assistance amounts may fluctuate from year to year, and may not be the amount requested.

## **Tuition Assistance Subcommittee Membership**

The Chair of the Finance Council will recommend to the Pastor three members of the Finance Council to serve on the subcommittee. The Pastor will make the final determination. To the degree possible, the members of the subcommittee should be individuals that will not have children and/or grandchildren seeking tuition assistance. If this is not possible, the member should reclude himself/herself from considering the application of his/her child and/or grandchild.

## **Timeframes**

To be considered for tuition assistance from either St. Augustine, St. James, or St. Joseph a family must complete the FACTS Education Grant & Aid Application by May 31. Parents should contact the respective school regarding the completion of the application. Additionally, the form shown as attachment 1 must also be completed. The completed form can be returned to any of the parish offices or put in the offertory collection. To help ensure privacy we suggest that the form be put into a sealed envelope and "Tuition Assistance" be marked on the outside of the envelope.

The members of the Tuition Subcommittee will meet in June to review each application and make recommendations to the Pastor. Families will be notified in early July if they were approved for tuition assistance and the specific amount. For those families that are approved the amount of the tuition assistance will be provide to the appropriate school by August 15<sup>th</sup>.

## **Responsibility of Student/Parent Receiving Assistance**

Once tuition assistance is provided it is expected that the student will use his/her time and talents and participate in various parish activities such as being an alter server and/or a lector. Additionally, the student is expected to help with fundraising events that will be run by the parish. Furthermore, the parent(s)/guardian(s) of the student are expected to use their time and talents and participate in various parish ministries and events. For example, the parent(s)/guardian(s) can serve as Eucharistic Ministers, lectors, and/or serve on one of the various committees. If the student and/or the parents/guardian do not participate in various activities, they may not be eligible for tuition assistance in subsequent years.

Catholic Parishes of South Washington County  
St. Augustine, St. James, St. Joseph

Tuition Assistance Form

Student's Name: \_\_\_\_\_

Parish: \_\_\_\_\_

School: \_\_\_\_\_

Amount of Tuition Assistance Requested: \$ \_\_\_\_\_

Parent/Guardian's: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is the FACTS Application also attached?    Yes: \_\_\_\_\_    No: \_\_\_\_\_

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*Office Use Only*

*Tuition Assistance Recommend:* \$ \_\_\_\_\_

*Approved:* \_\_\_\_\_

*Denied:* \_\_\_\_\_

\_\_\_\_\_  
*Pastor*