



How to Apply for Tuition Assistance from CEF

BY SCHOOL MAIL

1. Verify that you and your household meet CEF's income guidelines for financial eligibility (refer to FINANCIAL ELIGIBILITY form).
2. Complete all three pages of the APPLICATION FOR TUITION ASSISTANCE PROGRAM (TAP) form.
3. Submit your completed application form and all proper proof of income documents to your Catholic school.

Acceptable proof of income documents include your 2017 Federal Income Tax Return (1040, 1040A or 1040EZ) or a NOTARIZED STATEMENT OF INCOME document. See *CEF Guidelines for Acceptable Proof of Income Documentation* on Page 3 of the application for more details and requirements. All applications and proof of income documents submitted to CEF will be archived and/or disposed of as appropriate to ensure confidentiality.

Your Catholic school is:

Cantwell-Sacred Heart of Mary HS
329 N. Garfield Avenue Montebello CA 90640

Your application deadline is:

Friday, December 21, 2018 by Noon

Cycle II Applications:

You will receive written notification from CEF by March 2019 about the status of your application.



FY2020 FINANCIAL ELIGIBILITY GUIDELINES

A student from a household with a total income at or below the following levels is eligible to apply for a Tuition Assistance Award from the Catholic Education Foundation (CEF).

Household Size	Annual Gross Income
1	\$18,149
2	\$24,608
3	\$31,066
4	\$37,525
5	\$43,983
6	\$50,441
7	\$56,900
8	\$63,358

Note: For each additional individual after 8 persons, add \$6,358 to \$63,558.

CEF defines a **household** as all individuals living together in the same dwelling who share expenses for rent, utilities, food, clothing, and other necessities. A **one-member household** is a student who is his/her sole support, such as an institutionalized minor or adult. A foster child is only considered a one-member household if the welfare/placement agency maintains legal responsibility for the child.



CEF USE ONLY	
School Code	
School Name	
New Applicant	<input type="checkbox"/> Yes <input type="checkbox"/> No
Renewal Applicant	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student ID #	

Cycle II: 2019-2020

Application for Tuition Assistance Program (TAP)

Information submitted on this application will remain confidential.

Student Information			
First Name:	Middle Initial:	Last Name:	
Street Address:			Apartment/Unit #:
City:	State: CA	ZIP Code:	
Date of Birth:	Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Grade Level: Fall 2019	Current School (Name):	School Type:	<input type="checkbox"/> Catholic <input type="checkbox"/> Private <input type="checkbox"/> Charter <input type="checkbox"/> Public <input type="checkbox"/> Home School <input type="checkbox"/> Other
Voluntary Demographic Information			
Ethnicity: <input type="checkbox"/> African American <input type="checkbox"/> Armenian <input type="checkbox"/> Asian : _____ <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Filipino <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Multiple Ethnicities <input type="checkbox"/> Other: _____ <input type="checkbox"/> Native American Tribe: _____			
Religion: <input type="checkbox"/> Roman Catholic <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Mormon <input type="checkbox"/> Southern Baptist <input type="checkbox"/> Sikh <input type="checkbox"/> Hindu <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> None <i>For choices with blank spaces, please specify.</i>			

Parent/Guardian Information	
<p align="center">Legal Parent/Guardian A</p> <p>Name: _____ <i>First Last</i></p> <p>Relationship to Student: <input type="checkbox"/> Father <input type="checkbox"/> Foster Parent <input type="checkbox"/> Mother <input type="checkbox"/> Step Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Guardian</p> <p>Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Domestic Partnership <input type="checkbox"/> Separated <input type="checkbox"/> Widowed</p> <p>Employment Status: <input type="checkbox"/> Employed; Occupation: _____ Employer: _____ <input type="checkbox"/> Self-Employed; Type of Business: _____ Name of Business: _____ <input type="checkbox"/> Unemployed <input type="checkbox"/> Disabled <input type="checkbox"/> Retired <input type="checkbox"/> Homemaker <input type="checkbox"/> Full-Time Student</p> <p>E-mail: _____ Mobile Phone: _____ Home Phone: _____</p>	<p align="center">Parent/Guardian B (Must reside with Legal Parent/Guardian A)</p> <p>Name: _____ <i>First Last</i></p> <p>Relationship to Student: <input type="checkbox"/> Father <input type="checkbox"/> Foster Parent <input type="checkbox"/> Mother <input type="checkbox"/> Step Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Guardian</p> <p>Relationship to Legal Parent/Guardian A: <input type="checkbox"/> Spouse <input type="checkbox"/> Ex-Spouse <input type="checkbox"/> Relative <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Other</p> <p>Employment Status: <input type="checkbox"/> Employed; Occupation: _____ Employer: _____ <input type="checkbox"/> Self-Employed; Type of Business: _____ Name of Business: _____ <input type="checkbox"/> Unemployed <input type="checkbox"/> Disabled <input type="checkbox"/> Retired <input type="checkbox"/> Homemaker <input type="checkbox"/> Full-Time Student</p> <p>E-mail: _____ Mobile Phone: _____</p>
CEF USE ONLY	<input type="checkbox"/> Reviewed <input type="checkbox"/> Data Entered <input type="checkbox"/> Scanned

Sources of Income

Complete the information below based on Income Tax Filing Year 2017

	Legal Parent/Guardian A	Parent/Guardian B	CEF USE ONLY
Filing Status	<input type="checkbox"/> Single <input type="checkbox"/> Married; filed jointly <input type="checkbox"/> Married; filed separately <input type="checkbox"/> Head of Household <input type="checkbox"/> Did not file	<input type="checkbox"/> Single <input type="checkbox"/> Married; filed jointly <input type="checkbox"/> Married; filed separately <input type="checkbox"/> Head of Household <input type="checkbox"/> Did not file	
TAXABLE INCOME	<i>Please provide supporting documents for each applicable item.</i>		
Employment Income (Form 1040, Line 7)	\$	\$	
Business/Self- Employment Income (Schedule C: Form 1040, Line 12)	\$	\$	
Capital Gains (Schedule D: Form 1040, Line 13)	\$	\$	
Rental, Partnerships, S Corp, Trust Income (Schedule E: Form 1040, Line 17)	\$	\$	
Farm Income (Schedule F: Form 1040, Line 18)	\$	\$	
Pension (Form 1040, Line 16 or Annual Pension Statement)	\$	\$	
Unemployment (Form 1040, Line 19)	\$	\$	
SSI (Social Security) (Form 1040, Line 20 or SSI Statement)	\$	\$	
Cash Income (Notarized Statement of Income)	\$	\$	
Annual Distribution from Investments (Trust funds, CDs, Stocks, IRAs, 401Ks, etc.)	\$	\$	
NON-TAXABLE INCOME	<i>Please provide supporting documents for each applicable item.</i>		
Military Compensation (Basic/Special Pay and/or Allowance)	\$/Monthly	\$/Monthly	
Public Housing Assistance/Section 8 (Section 8 Allotment Statement)	\$/Monthly	\$/Monthly	
CalWORKS: Welfare/TANF (CalWORKS Benefit Amount Statement)	\$/Monthly	\$/Monthly	
CalFresh: Food Stamps (CalFresh Benefit Amount Statement)	\$/Monthly	\$/Monthly	
Child Support (Letter with Amount of Support)	\$/Monthly	\$/Monthly	
Disability (Annual Disability Statement or Supplemental SSI)	\$/Monthly	\$/Monthly	
Alimony (Letter with Amount of Support)	\$/Monthly	\$/Monthly	
Other Income (Explain)	\$/Monthly	\$/Monthly	
TOTAL INCOME	\$	\$	

Family Assets/Expenses

Residence Own Lease/Rent Federal Housing Section 8 Housing
 With Relatives/Friends Temporary Housing/Shelter Homeless Other: _____

Monthly Mortgage/Rent: \$ _____ Monthly Contribution: \$ _____ Is your home currently Yes
 (if residing with Relatives/Friends) in foreclosure or short sale? No

Vehicle(s) 1. Year: _____ Make: _____ Model: _____ Monthly Payment: \$ _____ Remaining Months to Payoff/Lease: _____
 2. Year: _____ Make: _____ Model: _____ Monthly Payment: \$ _____ Remaining Months to Payoff/Lease: _____

Is either vehicle used for business? No Vehicle 1 Vehicle 2

Information submitted on this application will remain confidential.

Policies and Procedures

All CEF Tuition Award Programs are designed to assist students in the Archdiocese of Los Angeles with tuition for enrollment in a Catholic school within the Archdiocese of Los Angeles. The award partially offsets the cost of tuition in a Catholic school with grants paid directly to the Catholic school after verifying student enrollment in the Fall and Spring of the school year. All information submitted in this application is confidential and used for the purpose of determining eligibility for a CEF Tuition Award and data research. By signing the application, you grant CEF permission to use the information on this application and to gather additional personal, private information from the attending school concerning the student and your family or to contact you, the applicant, and the attending school to verify the information and/or develop data for educational and research studies, and analysis. You agree to waive and release CEF from all claims in connection with this research. In addition, you grant CEF permission to request and collect additional data, including test scores related to reading and math, ITBS, PSAT, SAT, AP, ACT test scores. You also grant CEF permission to request and collect tuition rates, GPA, report cards, transcripts, college acceptance, college attendance and data available concerning post secondary education as well as any quantitative and qualitative data on this applicant from such institutions and other resources. CEF will hold this information in confidence and release the name of the applicant or the family name only with your expressed permission.

The following terms and conditions apply without exception:

1. A student may only receive one tuition award from CEF per school year.
2. Tuition awards are not guaranteed. CEF reserves the right to deny eligible applications due to budget limitations.
3. CEF tuition awards are non-transferrable.
4. All students receiving tuition awards must be enrolled and regularly attending their Catholic schools upon fall and spring enrollment verification. CEF reserves the right to withdraw tuition awards for students who do not meet these conditions for the remainder of the semester and/or school year.
5. *For Mail-In Applications:* Applications mailed directly to CEF from an applicant will not be accepted or reviewed. All applications must be completed and returned to only participating Catholic schools with acceptable proof(s) of income.
6. *For On-Site Applications:* All applications must be completed and submitted to a CEF representative at during the on-site appointment with acceptable proof(s) of income.
7. Participating Catholic schools must submit all applications and required supplemental documents to CEF on or before the submission deadline. CEF reserves the right to reject applications that are incomplete and/or received after the submission deadline.

Participating Catholic schools are under no obligation to submit an application to CEF if one or more of the following factors exist:

- Annual household income exceeds CEF's income guidelines
- Applicants failed to meet school's internal submission deadline
- Student does not meet the academic requirements to remain eligible for enrollment at the school
- Student and/or family does not meet the service/volunteer requirements or expectations to remain eligible for enrollment at the school
- Student is a recipient of an award from another foundation (ex. Rose Hills, Daughters of Charity, etc.)

CEF Guidelines for Acceptable Proof of Income Documentation

(Submit all applicable documents)

- A. Page 1 of 2017 Federal Income Tax Returns (1040, 1040A or 1040EZ) -- *Unobstructed View of Page 1*
 - a. Filed Separately
 - i. If Legal Parent/Guardian A and Legal Parent/Guardian B file separately, both tax returns are required for the same tax year.
 - b. Dependents
 - i. If student is not a dependent of individual(s) on this application, please provide tax returns for individual(s) which student is a dependent.
 - ii. Please provide the supplemental sheet for dependents if names are not on Page 1 of Form 1040.
 - c. Tax Schedules
 - i. Copies of all supporting tax schedules if you have income from any of the following:
 1. Business (Form 1040, Line 12 -- Submit Schedule C or C-EZ: Page 1, 2 & Other Expense Page)
 2. Capital Gains (Form 1040, Line 13 -- Submit Schedule D)
 3. Rental Property, Partnership, Trust (Form 1040, Line 17 -- Submit Schedule E: Page 1 & 2)
 4. S-Corporation (Form 1040, Line 17 -- Submit Schedule E: Page 2, Form 1120S)
 5. Farm Income (Form 1040, Line 18 -- Submit Schedule F: Page 1)
- B. Cash Income
 - a. Notarized Statement of Income signed and sealed by a Licensed Notary Public
- C. Copies of all supporting documentation for household Non-Taxable Income including Social Security Income, CalWORKS: Welfare/TANF, Child Support, CalFresh: Food Stamps, Workers Compensation, Disability, Alimony, Section 8: Public Housing
- D. All other official documentation to prove income listed on Page 2 of this application

Agreement

Your signature below indicates that you have read and understand the CEF Policies & Procedures Page. The information provided on this application is true, accurate and complete, and legal proof of income has been provided. You understand that all information on this application will be verified. Any incomplete, missing, false and/or fraudulent information or documentation on this application, missing signatures, refusal to provide adequate/legal proof of income and/or any pertinent information required to process or determine a decision on this application will be cause for automatic denial of a tuition award.

In regards to my students Post-Secondary Education data, I understand that I and my student have the right to (a) request a copy of any of their Educational Records disclosed to CEF under this consent by contacting CEF and (b) revoke my consent at any time by delivering written notice to CEF at Catholic Education Foundation, 3424 Wilshire Blvd, 3rd Floor, Los Angeles, CA 90010; programs@cefdm.org

Printed Name of Legal Parent/Guardian: _____

Signature: _____

Date: _____

Information submitted on this application will remain confidential.



Instructions for completing and submitting a NOTARIZED STATEMENT OF INCOME

1. Fill out CEF's NOTARIZED STATEMENT OF INCOME document as applicable.
2. Provide a Notary Public with proper documentation to prove your income and dependent(s).
3. Sign the document with a Notary Public or appropriate official as your witness.



The *NOTARIZED STATEMENT OF INCOME* is to be used only when Federal Income Tax Return(s) for the legal parent(s)/guardian(s) of a student is not available *or* if undeclared cash income for the household exists. The statement, along with proper documentation, should be submitted with your application to CEF. Failure to disclose all income sources (taxable and non-taxable) and provide appropriate proof will result in the denial of your application.



NOTARIZED STATEMENT OF INCOME

I/We, _____ and _____
Print name of Legal Parent/Guardian A Print name of Legal Parent/Guardian B

hereby swear to be the legal guardian(s) of _____
Print name of Student

My/Our relationship to this student is _____
(Ex. parent, guardian, relative, sibling)

My/Our address is _____

The following information summarizes income that I/we currently earn:

Parent/Guardian Name	Employer Name	Hours Worked per Week	Hourly Rate	Weekly Income

Other income that I/we receive (check all that apply and provide *monthly* amount):

- | | | |
|--|---|--|
| <input type="checkbox"/> Pension: \$ _____ | <input type="checkbox"/> Unemployment: \$ _____ | <input type="checkbox"/> Social Security: \$ _____ |
| <input type="checkbox"/> Section 8: \$ _____ | <input type="checkbox"/> CalWorks: \$ _____ | <input type="checkbox"/> CalFresh: \$ _____ |
| <input type="checkbox"/> Child Support: \$ _____ | <input type="checkbox"/> Disability: \$ _____ | <input type="checkbox"/> Alimony: \$ _____ |

The following person(s) is/are 100% dependent upon me/us for financial support (include student named above):

Dependent Name	Relationship to Legal Parent/Guardian	Age

I/We swear the information provided on this statement is true and correct, and includes *all* sources of income for my/our household.

Signature of Legal Parent/Guardian A

Signature of Legal Parent/Guardian B

NOTARY PUBLIC

This *Statement of Income* was sworn and subscribed to me on the _____ st/th day in the month of _____, 20____.

Notary Signature

Notary Stamp/Seal

This statement is to be used only when Federal Income Tax Return(s) is/are not available or if undeclared cash income for the household exists.

Principal Recommendation Form

This form is **required** to complete the CEF application process.

- Please ask the Principal of the school that you are currently attending to fill out the form, attach a copy of 2017/18 report card or transcript and seal it in an envelope.
- Return the sealed forms along with your completed application and other documents to Cantwell-Sacred Heart of Mary High School no later than **Friday, December 21, 2018**

**If you currently attending CSHM, you do not need to submit this form.*

Esta forma es requerida para completar el proceso de la solicitud CEF.

- Por favor pida que el director de la escuela donde esta asistiendo presentemente le complete la forma, agregue una copia del reporte de calificaciones de 2017/18, o certificado de estudios, en un sobre sellado.
- Regrese el sobre sellado con la formas junto con su aplicación completada y otros documentos a CSHM al mas tardar el **Viernes, 21 de Diciembre.**

** Si esta asistiendo a CSHM a este tiempo, no es necesario entregar esta forma.*



**Tuition Assistance Program (TAP)
Pastor/Principal Recommendation Form**
Information submitted on this form will remain confidential.

Student Information			
First Name:	Middle Initial:	Last Name:	
Grade Level Fall 2019:	CEF TAP Application Type:	<input type="checkbox"/> Cycle I (Transition to High School) <input type="checkbox"/> Cycle 3 (Elementary) <input type="checkbox"/> Designated Program:	<input type="checkbox"/> Cycle 2/4 (High School) <input type="checkbox"/> SOS

SECTION A

Does this student have any "at-risk" factors or special circumstances that may qualify him/her for the SOS Program? At-risk factors may include: parent(s) deceased or incarcerated; parental drug, substance, or physical abuse; victim of child abuse/neglect/abandonment; victim of bullying. YES (Provide a detailed explanation in SECTION C) NO

SECTION B

- Student's Academic Performance**
Final GPA for 2016-2017 School Year: _____ Report Card/Transcript Attached
- Family's School and Parish Involvement**
 - Student: Number of service/fundraising hours completed for 2017-2018 school year: _____
 - Parent: Number of service/fundraising hours completed for 2017-2018 school year: _____
- Student's Enrollment and Tuition**
 - Number of years this student attended your school: _____
 - What resource(s)/program(s) have allowed this student to attend your school?

<input type="checkbox"/> CEF	<input type="checkbox"/> Donor/Sponsor	<input type="checkbox"/> Full Tuition	<input type="checkbox"/> Negotiated Tuition
<input type="checkbox"/> Religious Order/Community	<input type="checkbox"/> Other Foundation/Organization		
 - What is the range of monthly tuition paid by the parent of this student?

<input type="checkbox"/> \$1-\$100	<input type="checkbox"/> \$101-200	<input type="checkbox"/> \$201-300	<input type="checkbox"/> \$301-400	<input type="checkbox"/> \$401-500	<input type="checkbox"/> \$501-600
<input type="checkbox"/> \$601-700	<input type="checkbox"/> No tuition paid				

SECTION C

Please explain the student's need for financial assistance in the space below. Provide detail regarding any at-risk factors and special circumstances this student and/or his/her family may have.

Pastor/Principal Recommendation

This student has my full recommendation for a tuition award from the Catholic Education Foundation.

Pastor/Principal Signature

Date