

Catholic Elementary School

Tuition Grant Program (CTGP)

Tuition Grant Policies & Procedures

Guidelines for Eligibility

Parishioner Verification Form



Tuition Grant Program (CTGP)



TUITION GRANT PROGRAM POLICIES & PROCEDURES

A Catholic Elementary School Tuition Grant Program (CTGP) is offered to families who are deemed “active parishioners” of a parish without a school and who wish to enroll their child(ren) in another parish affiliated Catholic school in the Diocese of Buffalo. A Tuition Grant of **\$1,000 per child** is credited to families that meet the criteria for “active parishioners” and when the **Parishioner Verification Form** located on the last page, is completed and signed by their parish pastor.

For Families

Families that would like to be eligible for CTGP must first be registered parishioners at a parish in the Diocese of Buffalo that does not have its own Catholic elementary school.

The family must also meet the criteria as an “active parishioner” to be eligible for the tuition grant.

The family must have their child(ren) registered at a parish Catholic school for the next academic year.

The parents of the student(s) should complete the Parishioner Verification Form, located on the last page of this booklet, and submit the form to be reviewed and signed by the pastor of the parish where they are registered and meet the criteria of an active parishioner.

For Pastors / Parish Offices

If the family meets the criteria established as an active parishioner, the pastor should sign the Parishioner Verification Form, retain the original document and send one copy of the form to the Catholic school where the children are registered and provide one copy to the family.

For Schools

The school office enters all verified families and their students on the electronic CTGP template supplied by the Department of Catholic Education and submit this form to ctgp@buffalodiocese.org.

During the first week of September, December, March, and June, the school verifies the electronic list with the Department of Catholic Education and approves the dispersing of that quarter’s assistance to the school.

The Department of Catholic Education tallies the number of verified students at each school and submits a tally count by school to the Department of Finance.

Once verified and approved, the Finance Department issues a check to the school quarterly in the amount of \$250 for each student on the 15th of each month of September, December, March, and June.

Transfer Student families should follow the same procedure described above at the time the student is registered / enrolled at the school.

A quarterly report is provided to the Bishop and the Oversight Committee, communicating: the total amount of CTGP grants, the number of students receiving CTGP funding, the amount of CTGP funding given on the behalf of each parish, and the CTGP funds received by each school.

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GUIDELINES FOR ELIGIBILITY FOR PARISHIONER-RATE TUITION AT PARISH CATHOLIC SCHOOLS OF THE DIOCESE OF BUFFALO

Guidelines have been developed to assist all parishes throughout the Diocese of Buffalo to determine active parishioner status. *This criteria will also be applied to those families registered at a parish without a school but wishing to send their child(ren) to another parish affiliated Catholic school.*

By meeting the following criterion, families are considered active parishioners and qualify to receive a tuition grant(s).

1. Parish Registration/Sunday Mass Attendance

Tuition grants are available to any family that is registered and active in a parish. The family must be registered in a parish and attend Mass on a weekly basis with their children. Children should be encouraged to worship in a parish faith community on Sundays in order to understand that they are nourished in faith at the parish celebration of the Eucharist.

2. Active Parish Participation/Ministry

In order for a vibrant parish to continue to carry out its ministry it is essential that all members participate within the parish. It would be required that anyone requesting a tuition grant would take part in the ministry of the parish, for example as a lector, Eucharist Minister, choir member, or as a volunteer in the numerous activities of the parish. This would provide another opportunity for our young people to see the close connection between faith and service.

3. Stewardship/Financial Contribution

The financial support of any parish is crucial for its overall growth and ministry. It is expected that a family requesting a tuition grant would contribute weekly to their parish offertory according to their means.

The goal of these guidelines and the CTGP is to provide a solid foundation for Catholic education in the Diocese of Buffalo. We have been entrusted with the responsibility of raising our children in the practice of the faith. Together we can meet the challenge of providing both a strong Catholic school education and vibrant parishes in which our children mature in faith, hope, and love.

Parishioner Verification Form

To Be Completed by Family

Parishioner Name: _____	
Parent # 1 - First Name, Last Name	Parent #2 - First name, Last Name
Address: _____	
_____ City	_____ State
_____ Zip	
Phone: _____	Email: _____
We are registered parishioners of: _____	
Parish Name	Pastor: _____
Our child(ren) is /are enrolled at: _____	
School Name	Principal: _____
Child #1: _____	Grade: _____
Child #2: _____	Grade: _____
Child #3: _____	Grade: _____
Child #4: _____	Grade: _____

Our family is dedicated to the faith formation of our child(ren). We attend Mass as a family and support our parish financially and through out involvement in parish activities and ministries.

Parent Signature

Date

Parent Signature

Date

This family is registered with our parish and meets the eligibility criteria for CTGP.

Pastor Signature

Date

Pastors, please retain the original document and send one copy of the signed form to the Catholic school where the child(ren) is/are registered and one copy to the family.