

SACRED HEART PARISH/NORFOLK CATHOLIC SCHOOL

TUITION ASSISTANCE POLICY

Payment of tuition at Norfolk Catholic School is a necessary expression of the investment and commitment of a family to the personal, spiritual, and intellectual formation of their child(ren) through Catholic education. Few families find it “easy” to pay tuition and most adjust their spending priorities, maximize both parents' earnings and carefully manage assets to do so. Sacred Heart Parish/Norfolk Catholic School is committed to assisting families who demonstrate a measurable level of financial need, but are still willing to assume as much responsibility as they are able for tuition along with stewardship to the Parish. Indeed, Sacred Heart Parish believes that it is our mission to put forth every effort to make the Norfolk Catholic School experience affordable and available to as diverse a group of talented and dedicated students as possible. This policy requires the following:

1. The Parish’s Finance Council will set an amount in the Parish Budget for tuition assistance, which amount is targeted at 10% of the estimated collected tuition. This amount is subject to change and subject to the Parish’s Pastoral Council approval. Funds will be distributed on a first come/first serve basis based on the stated application deadline. If this amount of assistance is exhausted and a family encounters an extenuating circumstance, special consideration can be given on a case by case basis to a family in need.

2. In order for families to be eligible for tuition assistance from Sacred Heart Parish/Norfolk Catholic School, they must satisfy all of the following:

2.1 Families must first apply for tuition assistance with the Children’s Scholarship Fund (CSF) and with Omaha Archdiocesan Education Fund (OAEF).

2.2 Families must have paid their tuition for all prior years or have a payment arrangement with the Parish through the Business Manager.

2.3 Families must be Active Participants in Sacred Heart Parish/Norfolk Catholic School. Active Participants means:

2.3.1 Registered members of Sacred Heart Parish or another Catholic parish in the area.

2.3.2 Fulfilling obligations of the Catholic Church, including Mass attendance.

2.3.3 Participating in the stewardship program of their parish, including stewardship hours.

3. Tuition assistance is “needs based” with a properly completed and timely submitted application to Sacred Heart Parish. There is no cost to apply.
4. Families requesting tuition assistance must complete the Sacred Heart Parish/Norfolk Catholic School Tuition Assistance Application (Application) prior to the deadline. See attached Application.
5. All Applications, along with copies of the family’s CSF and/or OAEF application, past month’s pay stubs and most recently completed and/or filed 1040 tax form, must be turned into to the Sacred Heart Parish Business Office by the published deadline provided each year to be considered for tuition assistance for the following school year. As there is a fixed amount of tuition assistance funds available, applications received after the deadline will only be considered in extreme circumstances, e.g. death/medical issue in family near deadline or new family moves to area/joins Parish after deadline.
6. All Applications, when turned into the Parish, will be reviewed by the Parish’s Business Manager or Business Manager delegate for completeness. If not complete the Business Manager will attempt to contact the applicant for clarification.
7. Applications for financial assistance are then reviewed and evaluated by a committee. The committee may comprise a member of a school board, a school administrator, a parish council member, a Finance Council member, and the Business Manager (Committee).
8. The Committee may consider any and all special circumstances in regards to the requesting family that are included in the application or an attachment to the application. The Committee shall also take into consideration and target a family commitment of 8% of AGI for tuition. The Committee will have the discretion and responsibility whether to grant additional assistance to families applying for tuition assistance. Provided however, the Committee’s discretion is limited to the following requirements:
 - 8.1 The Committee should seek guidance from the Pastor or Finance Council for awards of funds in excess of the amount of funds set in the budget.
 - 8.2 All families are required to pay a minimum amount of tuition for their child(ren) to be enrolled at Norfolk Catholic School. The minimum amount of tuition per a family is at least \$100.00 per a month (\$1,200.00 per year).
 - 8.2 The Committee shall be restricted on the total amount of endowment per a family in that the endowment may not lower the family’s tuition below the family’s required minimum amount of tuition. It will be each family’s responsibility to pay or to find a benefactor to pay the minimum amount on their behalf. (The family’s

inability to meet this provision may be determined by Sacred Heart Parish Pastor. The Pastor may delegate this decision authority at the Pastor's sole discretion.)

8.3 The Committee may, at the Committee's discretion, require a family to perform additional family stewardship hours for the benefit of Norfolk Catholic School as a condition of the family's additional assistance. It is the responsibility of the family to track their stewardship hours.

9. Families receiving a tuition assistance award are required to sign up for the automatic payment (ACH) option for tuition payment.

QUICK REFERENCE GUIDE FOR TUITION ASSISTANCE POLICY

◆ APPLICATION FORM.

The information entered on the form is confidential. Only the Business Manager and Committee will have access to the data that is submitted.

◆ COST TO APPLY.

There is no cost for this service.

◆ REQUIREMENTS.

Each family must first apply for tuition assistance with the Children's Scholarship Fund (CSF) and with Omaha Archdiocesan Education Fund (OAEF) before being eligible for parish based tuition assistance. Additionally, you must have paid your tuition for all prior years or have a payment arrangement with the Parish through the Business Manager, be an Active Participant in Sacred Heart Parish/Norfolk Catholic School, and each family must pay the required minimum tuition amount.

◆ DEADLINE.

Applications and attachments must be submitted by the published deadline to be considered for tuition assistance. Late applications may not be accepted or risk the unavailability of limited funds.

◆ INTRODUCTORY CONFERENCE IS WELCOME.

Please feel free to contact the Parish Business Manager at 402-371-2621 to set up an appointment for further discussion or assistance concerning this procedure.

◆ Sacred Heart Parish/The Norfolk Catholic School Board/the Parish Administration Committee believes this process for conducting an assessment of requests for tuition assistance will help maintain strict confidentiality for families who apply. In addition, an objective and systematic analysis is utilized that insures a careful way to distribute the funds that are available.