

Extremely Important: This application must be delivered to the office of the principal of St. Matthew School by the end of the day on May 4, 2020

Application for Tuition Grant Checklist

Use this checklist to make sure your application is complete!
(Incomplete applications can not be considered for a grant.)

Documents

- Complete Grant Application, including:
 - Financial Information
 - Description of Extraordinary Financial Circumstances
- Completed 2019 Federal Tax Returns for all Guardians
- Completed 2019 Federal Tax Returns for a Privately Owned Business
 - Copies of W-2's

Signatures

- Application
- Notice and Consent of Disclosure

St. Matthew School

Office
Code

Application for Tuition Grant 2020-2021

Please Print or Write Clearly

Parishioner of St. Matthew Catholic Church ____ Yes ____ No Received Grant last year ____ Yes ____ No

Student's Name(s) _____

School Now Attending _____

Grade(s) Student(s) will be in (please circle) Kindergarten 1 2 3 4 5

Father's Name _____ Street Address _____

City _____ State _____ Zip _____

Cell or Best Contact Phone _____ Email Address: _____

Mother's Name _____ Street Address _____

City _____ State _____ Zip _____

Cell or Best Contact Phone _____ Email Address: _____

Number of hours per month you/your family are able to volunteer with school activities and/or fundraising _____

Number of dependents claimed on tax return _____ Number who live in household _____

Parents are : Married Divorced Separated Other

Student lives with: Mother & Father

MotherIs Mother remarried? Yes No

FatherIs Father remarried? Yes No

If parents are divorced, what percentage of tuition is each parent responsible for paying, according to the divorce decree?

Mother is responsible for _____ percent.

Father is responsible for _____ percent.

If parents are divorced and one parent is not contributing toward tuition, what is the reason? _____

Please provide a copy of your divorce decree.

I/We are applying for a tuition grant to cover \$_____ or _____% of the annual St. Matthew School tuition.

Signature of Parent(s)



I/We certify that all submitted information is true, correct and complete to the best of my/our knowledge. I/We have attached copies of my 2019 Federal Income Tax Returns, with all forms and schedules including all W-2's. I/We certify that the attached is a copy of final 2019 Federal Income Tax Returns as filed with the IRS. I/We understand that a 2019 Federal Tax Return is required from both parents in the case of divorce, when both are responsible for paying a portion of tuition.

Father's Signature _____

Mother's Signature _____

Notice and Consent of Disclosure

Please read and sign where indicated

Office Code

Information contained in this application will be kept confidential to the extent provided by law. St. Matthew School, however, will permit inspection of all records required by appropriate government agencies and by parties permitted by applicable laws.
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I/We consent to disclosure of all records pertaining to my child's tuition grant application pursuant to applicable laws.

Signature of Parents



Parent

Parent

Date

St. Matthew School

401 Mulberry
Mt. Vernon, IN 47620
812-838-3621

How to Apply for a Tuition Grant

- 1. Register** to attend St. Matthew School
- 2. Obtain an Application Packet** (available from the St. Matthew Office). Each student must file a separate application.
- 3. Complete** the application in full. Be sure to:
 - Enclose your completed federal tax returns and W-2 forms for calendar year 2019. If married but filing separately, include returns for both parties.
 - If divorced, complete the financial information including the total income of the parent (and step-parent if parent is remarried) for household where student applicant lives.
 - If divorced and non-custodial parent is paying a portion of tuition, provide both parents' tax returns.
 - Sign the "Notice and Consent of Disclosure."
- 4. Deliver** all documents to St. Matthew, office of the principal, before the end of the due date printed on page 1 of this application form.

Make Sure Your Application is Complete...

Incomplete applications can not be considered for a grant.

Your Information Is Held in Strictest Confidence...

Upon receipt by St. Matthew, applications are coded with a number and personal information is separated from financial information to ensure privacy for applicants and to support the objectivity of the review process. Grants are awarded based upon the financial need of the applicant relative to all other applications submitted. Not all applications receive a grant and no application receives a grant for full tuition. The decision to award a grant and the amount awarded are determined by the Grant Committee consisting of members of the Finance Council and the School Council of St. Matthew. Ultimately, the number and amounts of grants is determined by the availability of funds.

If You are Awarded a Grant...

You will be notified by mail as soon as all applications have been evaluated. The amount awarded will be paid directly to St. Matthew and credited to your tuition statement.

You May Appeal...

If you feel your application warrants a 2nd consideration, please send a letter of explanation to the principal of St. Matthew School at the above address **before June 1, 2020**.

If You Have Questions...

Please get in touch with the principal, business manager or pastor of St. Matthew.

Office Code

Applicant's Financial Information
Please give **Annual** Figures

Yearly Income	Father	Mother	Step-Parent
Wages, Salaries (Gross)	\$ _____	\$ _____	\$ _____
Business Commissions/Bonuses	\$ _____	\$ _____	\$ _____
Child Support/Alimony	\$ _____	\$ _____	\$ _____
Real Estate Income	\$ _____	\$ _____	\$ _____
Interest/Dividends	\$ _____	\$ _____	\$ _____
Other Income _____	\$ _____	\$ _____	\$ _____
Totals _____	\$ _____	\$ _____	\$ _____

Total Joint Income for the year \$

Yearly Expenses	Father	Mother	Step-Parent
Mortgage/Rent	\$ _____	\$ _____	\$ _____
Tuition/Elementary	\$ _____	\$ _____	\$ _____
Tuition/High School/College	\$ _____	\$ _____	\$ _____
Auto Payment	\$ _____	\$ _____	\$ _____
Credit Card Payment	\$ _____	\$ _____	\$ _____
Loan Payment	\$ _____	\$ _____	\$ _____
Church Contributions	\$ _____	\$ _____	\$ _____
Other Expenses _____	\$ _____	\$ _____	\$ _____
Totals _____	\$ _____	\$ _____	\$ _____

Assets	Father	Mother	Step-Parent
What is fair market value of your investments? (stocks, bonds, savings accounts, certificates, etc.)	_____	_____	_____
What is the fair market value of other assets? (home equity, other real estate, RV's, boats, etc.)	_____	_____	_____
If you receive income from a business you operate, what is the fair market value of your ownership?	_____	_____	_____

