

## ST. MARY'S ELEMENTARY SCHOOL

2 St. Mary's Hill  
Lancaster, NY 14086-2033  
[www.smeschool.com](http://www.smeschool.com)



*"...visible examples of Gospel living"*

### **St. Mary's Elementary School Tuition Assistance Program 2016-2017 Application Instructions**

A donation from The Galasso Foundation provides funding for tuition assistance. In the administration of this funding, SME wishes to extend the sincere goodwill of the donor to anyone who is in need of assistance. This is done humbly, and with respect, in keeping with our mission of living out the Gospel values, especially of serving one another. We are all members of the Body of Christ, and as such, SME wishes to promote a level of community allowing both independence and interdependence. When we are able to give support to others, we do so. When we are in need, we accept the help that others give us. All of this is done with the realization that all we each have and call our own is really a gift.

Given these resources, the following guidelines will be used to establish the determination of tuition assistance:

1. St. Mary's Elementary School families with students attending K - 8 who receive the parishioner rate on their tuition contract and are members in good standing in terms of financial support and attendance at their home parish may apply for tuition assistance.
2. A letter must be written stating why assistance is needed, what can presently be afforded, and the duration assistance is needed during the current tuition year.
3. The family applying for tuition assistance must be contracted for the Parishioner Rate for their tuition option. Fundraising participation and 35 hours of service are required and must be fulfilled during the current school year.
4. A Monthly Family Expense Sheet will need to be submitted with current copies of back up documentation for the items listed. This includes a copy of your 2015 income tax report, (2) most recent pay stubs and current bank statements. Salary scales upon which eligibility for free and reduced lunches are based will be used as guidelines, in part, to determine eligibility for tuition assistance.
5. Send all the items described above in a sealed envelope to Kim Kwitowski. You will be notified of the decision after an award determination has been made. Contact Kim Kwitowski at 683-2112 ext.123 or at [kwitowskik@smeschool.com](mailto:kwitowskik@smeschool.com) for further information.