

Catholic Elementary School

Tuition Grant Program (CTGP) 2016-2017 School Year

Tuition Grant Policies & Procedures

Guidelines for Eligibility

Parishioner Verification Form



THE
ROMAN CATHOLIC
DIOCESE OF BUFFALO

Tuition Grant Program (CTGP)

2016-2017



TUITION GRANT PROGRAM POLICIES & PROCEDURES

The Catholic Elementary School Tuition Grant Program (CTGP) is offered to families who are deemed “active parishioners” of a Diocese of Buffalo parish without a school who enroll their child(ren) in a parish affiliated Catholic school in the Diocese of Buffalo. Families that meet the criteria for “active parishioners” are considered “parishioners” for the purpose of school tuition charges once the **Parishioner Verification Form** located on the last page is completed by the family, signed by their parish pastor and returned to the parish affiliated Catholic school. **Families that do not meet the criteria of active parishioner will not qualify for the Tuition Grant and will be required to pay non-parishioner tuition rates.**

For Families

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

During each quarter, the family must meet the criteria for an “active parishioner” to be eligible for the “parishioner” tuition rate.

The family must have their child(ren) registered at a parish Catholic school.

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. They must meet the criteria for an “active parishioner” throughout the school year.

For Pastors / Parish Offices

If the family meets the criteria established for 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 child(ren) are registered and provide one copy to the family. The pastor will verify the family’s “active parishioner” status by phone in the first week of December, March and June.

For Schools

The school office enters all verified families and children on the electronic CTGP template supplied by the Department of Catholic School and submits 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 Schools, including parish verification of “active parishioner” status.

The Department of Catholic Schools 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 for verified students around the 15th of September, December, March and June.

Transfer Student families should follow the same procedure described above at the time the student registers / enrolls at the school.

An annual report is provided to the Bishop with 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.

Tuition Grant Program (CTGP)

2016-2017

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 Diocese of Buffalo parish without a school but wishing to send their child(ren) to another Diocese of Buffalo parish-affiliated Catholic school.*

By meeting the following criteria, families are considered active parishioners and qualify to receive the “parishioner” tuition rate.

1) Parish Registration/Sunday Mass Attendance

The “parishioner” tuition rate is available to any family that is registered and active at a Diocese of Buffalo parish. The family must be registered at the 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 the “parishioner” tuition rate 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 the “parishioner” tuition rate 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.

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Diocese of Buffalo Parishioner Verification Form for the 2016-2017 School Year

To Be Completed by Family—**PLEASE PRINT**

Parishioner Name: _____			
Parent/Legal Guardian #1 – First Name, Last Name		Parent/Legal Guardian #2 – First Name, Last Name	
Address: _____			
City		State	Zip
Phone: _____		Email: _____	
We are registered parishioners of: _____			
Parish Name		City	Pastor: _____
Our child(ren) is/are enrolled at: _____			
School Name		City	Principal: _____
Child #1: _____		Grade for 2016-17 School Year: _____	
Child #2: _____		Grade for 2016-17 School Year: _____	
Child #3: _____		Grade for 2016-17 School Year: _____	
Child #4: _____		Grade for 2016-17 School Year: _____	
<i>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 involvement in parish activities and ministries.</i>			
Parent/Legal Guardian Signature		Date	
Parent/Legal Guardian Signature		Date	

To Be Completed by Pastor:

The family is registered with our Diocese of Buffalo parish and meets the eligibility criteria for CTGP.

Pastor Signature	Date
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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.