

**CATHOLIC SCHOOL EDUCATION  
REQUEST FOR TUITION GRANT  
FOR CHILDREN OF CHANCERY EMPLOYEES  
GRADE SCHOOL**

This form is to request a tuition grant for my child who is attending a school of the Archdiocese of Kansas City in Kansas.

Employee Name: \_\_\_\_\_

Grade School Attending: \_\_\_\_\_

**Enter the appropriate school year and check which semester:**

\_\_\_\_\_ School Year    \_\_\_\_\_ First Semester    \_\_\_\_\_ Second Semester

| Child's Name | Grade Level | Amount of Grant<br>(\$550 per semester per child) |
|--------------|-------------|---|
|              |             |   |
|              |             |   |
|              |             |   |
|              |             |   |
| <b>TOTAL</b> |             | <b>\$</b>   |

Check payable to: \_\_\_\_\_  
(IRS regulations require the payment be made payable to the school.)

Does your spouse currently work at your child's school? Yes \_\_\_\_\_ No \_\_\_\_\_

Does your spouse currently work at another Archdiocesan location? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a balance for tuition of at least \$550? Yes \_\_\_\_\_ No \_\_\_\_\_

Should my child not attend the school listed above, I acknowledge it is my responsibility to immediately notify HR.

\_\_\_\_\_  
**Signature of Parent\Employee**

\_\_\_\_\_  
**Date**

Approval of this request acknowledges receipt of a grant for my child attending a school of the Archdiocese of Kansas City in Kansas. This is not considered compensation, but a grant for your child to attend the school and no judgment is made by the Archdiocese about any income tax consideration.

\_\_\_\_\_  
**Supervisor Approval**

**The request process:**

1. Complete form with all necessary information for the appropriate year/semester
2. Obtain your supervisor's signature of approval
3. Keep a copy for your records
4. Submit original to Human Resources
5. Human Resources will review/approve and submit to Accounting for payout to the school

**IT IS YOUR RESPONSIBILITY TO APPLY EACH SEMESTER. NO REMINDER NOTICES WILL BE SENT.**

**Note:**

All grant requests received by December 15 will be paid on the first Friday in January.  
All grant requests received by July 15 will be paid on the first Friday in August.