

**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 (\$815 per semester per child)
TOTAL		\$

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 \$815? Yes _____ No _____

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

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.

