TUITION GRANT REQUEST
FOR CHILDREN OF CHANCERY EMPLOYEES

This form is to request a tuition grant for my child who is attending a Catholic School within the Archdiocese of Kansas City in Kansas or the Diocese of Kansas City St. Joseph. This is not considered compensation, but a grant for the child(ren) to attend the school and no judgment is made by the Archdiocese about any income tax consideration.

Employee Name: _____

Enter the appropriate school year and check which semester:

_____ School Year Semester: Spring Semester

Child's Name	School Name, City	Grade Level (Check One)	Discount (Check One)
		☐ K-8 ☐ 9-12	☐ $815.00 ☐ $1,630.00
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			TOTAL $

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 the amount requested? 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**

_____

Manager Approval

Docuware Code: 54925.0000.1000.582

The Request Process:

1. **Complete this form**
2. **Obtain your manager's signature of approval.**
3. **Keep a copy for your records.**
4. **Submit original to your Office Administrative Assistant.**
5. **Your Office Administrative Assistant will submit to Docuware for payout to the school.**

IT IS YOUR RESPONSIBILITY TO APPLY EACH SEMESTER. REMINDER NOTICES WILL NOT BE SENT.

Note:
Fall semester requests are due to your Manager by July 15, with payment taking place on the first Friday in August.
Spring semester requests are due to your Manager by December 15, with payment taking place on the first Friday in January.