

Saint Margaret Parish Tuition Assistance Information

Saint Margaret Parish provides tuition assistance to eligible families for children attending our parish schools in Pre-School through Grade 8. Families **registered and active** in Saint Margaret Parish are eligible to apply for tuition grants. The parish defines “active families” as those that are part of this worshipping community by regularly attending Mass at Saint Margaret Parish.

ELIGIBILITY

Saint Margaret Parish provides tuition assistance to eligible families for children attending our parish schools in Pre-School through Grade 8. Families **registered and active** in Saint Margaret Parish may apply for tuition assistance. We do not provide tuition assistance to families registered and/or active in another parish, or for students attending other schools.

A **registered family** is one which has provided updated information for the Saint Margaret Parish parishioner database. The registration form for updates is available at our parish office and on the parish website home page at www.stmargaret.org.

An **active family** is one which is part of this worshipping community by regularly attending Mass at Saint Margaret or at Saint Mary Magdalen.

We check eligibility as part of reviewing applications for tuition assistance, and we monitor active status during the year by reviewing the number of envelopes returned through the Offertory collection.

- ✓ One total donation is entered and one attendance is recorded when multiple envelopes are received during a week.
- ✓ Families which contribute to Offertory using Electronic Funds Transfer should mark the “I am giving electronically” box and place the Offertory envelope in the collection basket each time they attend Mass.
- ✓ Families which forget the envelope for a particular week should use the WELCOME envelope found at each door of our churches, and mark the “I forgot my envelope” box.

An additional requirement for eligibility is satisfaction of all school debts and obligations.

The parish Tuition Assistance Committee evaluates applications on a case-by-case basis in strict confidence. Assistance is granted based on demonstrated need. The amount of assistance granted to a particular family may change from one year to another because the group of applicants changes. Receiving a grant in one year does not automatically mean that a family will receive a grant in future years.

We use School and Student Services for Financial Aid (SSS) to process the Parents’ Financial Statement. Refer to the parish website at www.stmargaret.org for policies, required documents, and deadlines. Then select the “About Us” and then “School” tabs.

For the sake of fairness to all and to ensure an orderly process, families not meeting the established deadlines will not be considered for assistance. Understand that computer issues may arise, however, there are always computers available in the library. Hard copies will not be accepted. Please contact Mary Ann Hultquist at 410-838-6969 x 115 if unexpected family circumstances arise and compromise the ability to meet deadlines.

Complete the application at School and Student Services at sss.nais.org, using **school code 2573** for Saint Margaret School. Please provide all explanations requested on the SSS application, and use the final comments area to describe any extraordinary circumstances your family has experienced in the last year. When all documents are in place and SSS has completed its calculation, your application will be reviewed by the Tuition Assistance committee. You will receive notification of its decision by mail. Please understand that any tuition assistance awards from the parish will be re-evaluated if assistance is granted from another source.

Other resources:

- Families may apply to the Archdiocese for tuition assistance. They use a different service (FACTS), and their process may be complete for this school year. Call them at 410-547-5515 to inquire.
- Contact Saint Margaret Parish Outreach at 410-838-6969 if there is hardship from unemployment, health issues, etc.

IMPORTANT DATES!!!

- All applications and documents should be submitted or uploaded online at sss.nais.org, no later than Friday, January 5, 2018.

Applicant's Acknowledgement and CHECKLIST
Academic Year 2018 - 2019

THIS FORM MUST BE SIGNED by ALL APPLICANTS and RETURNED to SSS along with all other required documentation by Friday, January 5, 2018 in order for your application to be considered for tuition assistance.

Applicant's Acknowledgement:

By signing below, I acknowledge:

I have read and understand the Saint Margaret Parish Tuition Assistance Policies.

I am a registered, active parishioner of Saint Margaret Parish as defined in the policies.

I am eligible to apply for tuition assistance.

Name (printed) _____ Signature _____

Date _____ Envelope # _____

Name (printed) _____ Signature _____

Date _____ Envelope # _____

CHECKLIST – required documents to be **received** by SSS by Friday, January 5, 2018:

All families:

- Completed Parents' Financial Statement (online at sss.nais.org)
- COPIES of SIGNED **2016** Federal and State income tax returns with 1040 & 1040A
- COPIES of ALL W-2 statements for **2016**
- For families owning a business or farm, COPIES of signed **2016** Federal and State tax returns for the business or farm.
- This signed Applicant Acknowledgement and CHECKLIST.**

Tuition Assistance Program DEADLINES
Academic Year 2018 - 2019

Description	Deadlines
<p>Tuition Assistance information is available on the Parish website:</p> <p style="text-align: center;">www.stmargaret.org</p> <p>Click on the About Us tab, and then select School.</p>	<p>PLEASE NOTE!!!! NEW OPENING DATE!!!</p> <p style="text-align: center;">November 15, 2017</p>
<p>Families submit Parents' 2016 Financial Statements and the SSS Business/Farm Statement, if applicable, to SSS:</p> <p style="text-align: center;">sss.nais.org</p>	<p>PLEASE NOTE!!! NEW DEADLINE!!!</p> <p style="text-align: center;">NO LATER THAN...</p> <p style="text-align: center;">Friday, January 5, 2018</p>
<p>Families submit ALL required documents directly to SSS (use school code 2573):</p> <ul style="list-style-type: none"> ○ <u>Copies of signed</u> 2016 Federal and State income tax returns with 1040 & 1040A ○ <u>Copies</u> of all W-2 statements for 2016 ○ Business/Farm Owners: <ul style="list-style-type: none"> ▪ <u>Copies</u> of the business/farm Federal and State income tax returns for the business or farm. ○ Signed Applicant's Acknowledgement and Checklist. <p><u>Note: All documents must be complete and RECEIVED by SSS by Friday, January 5, 2018. Incomplete packets will not be considered for grants.</u></p>	<p>PLEASE NOTE!!! NEW DEADLINE!!!</p> <p style="text-align: center;">NO LATER THAN...</p> <p style="text-align: center;">Friday, January 5, 2018</p>
<p>Tuition Assistance Committee reviews applications.</p>	<p style="text-align: center;">January-March 2018</p>
<p>Committee and Pastor determine grants.</p>	<p style="text-align: center;">March-April 2018</p>
<p>Committee notifies families of grants.</p>	<p style="text-align: center;">Late April 2018</p>