



BRIDGEPORT CATHEDRAL ELEMENTARY CLUSTER CATHOLIC SCHOOLS

FINANCIAL AID POLICY

Mission Statement

In our Bridgeport Cathedral Elementary schools, we seek to set tuition at a low cost that is attainable for Bridgeport families.

A. Returning Families (returning student , new sibling)

New guidelines effective January 2012

1. Families must re-apply for school registration **first** before any consideration is made for financial aid.

Families can pick up the re-registration packet in person, or download from the schools website at www.cathedralcluster.org The forms are:

- Registration forms (returning student)
- Tuition Policy Agreement (1 per family)
- Tuition Rate
- Technology Acceptance form
- Volunteer Sign Up form
- PSAS Application on line
- Parish Affiliation form
- Smart Tuition Account form (1 per family ONLY if there are changes)
- Virtus Training request form

Along with the Non-Refundable application fee (Check or money order only)

2. Re- registration forms must be completed, signed & received by the school with **non-refundable registration fee of \$100 or \$300** (amount varies depending on the school) by mail or in person by the **3rd week in January**. This will guarantee your child's / children's place in class.

Note: any tuition adjustment will not apply to any family that has an outstanding debt from the previous year.

3. Families interested in receiving financial aid must apply through **PSAS**, (Private School Aid Service) specializing in objective and uniform evaluation, resulting in a realistic ideal of how much each family can afford to pay toward education.

PSAS Financial Aid application deadline must be received no later than March 30th with a check or money order for **non-refundable \$24.00 processing fee** for all applications to PSAS.

Financial Aid applications **received AFTER MARCH 30th** will be processed and financial aid award decisions will be based on remaining financial aid funds available.

PSAS must receive all required documents and fees before they can process an application. The documents required are:

- Copy of W-2 or 1099
- See application for additional requirements
- Household Clarification worksheet
- Copy of Income Tax Return
- Total of non-taxable income

A self addressed envelope is provided with the packet to mail directly to PSAS or you can mail your packet directly to:

**PSAS
P.O.Box 770728
Lakewood, Ohio 44107-0034**

4. The financial aid/ tuition office will provide assistance to families having difficulty filling out these forms, especially those families with language barriers.

5. Financial aid applications will be processed as quickly as possible during the time frame from April – May. Financial Aid decisions will be **mailed to parents of returning students starting the end of 1st week in May**. **However, the sooner you apply the sooner you will receive your decision.**

6. All financial decisions are confidential between the family and the financial aid / tuition office. School Principals are involved throughout the process for enrollment but NOT involved in the decision making process for financial aid, they are available only in an as need basis. Faculty & staff are not privy to any financial information.

7. The financial aid / tuition office will inform the applicant by letter of the financial aid decision and what financial aid award will be given for the year.

8. Parent / Legal Guardian must agree to and sign the tuition contract for the **Smart Tuition monthly payment plan**. Return all forms to the school. A child cannot be admitted or attend class until all documents are received and all fees are paid.

Note: There will be **no full** tuition assistance in any category pertaining to family discount; scholarship and or financial aid

9. Every family awarded with financial aid is strongly encouraged to sign up for **Automatic withdrawal (ACH)** from their bank to pay their portion of monthly tuition payments.

Smart Tuition payments plan will **begin in July and end in May, eleven month payment plan**.

10. **Please take into account that financial aid may be limited for families that apply for financial aid LATE, the financial aid office makes every effort to provide financial assistance so that every child in need receives aid.**

B. Family Discounts Incentive

New guidelines effective January 2012

Family discount incentives are designed to give families tuition cost break having more than one child and/ or an active stake in the recruitment of new students into their school.

If a family qualifies for financial aid in addition to family discounts, the discounts are deducted FIRST from the cost of tuition. The combined amount **cannot exceed 75% of the total cost of tuition. There will be no full tuition assistance in any category pertaining to family discount; scholarship and or financial aid**

The Cathedral Cluster will honor and grandfather all families currently receiving discounts, for children already enrolled with discounts no longer offered.

Sibling

Sibling discounts will be given to families who enroll more than one child in the same school. A **5% discount** will be applied to the tuition of the 2nd and 3rd oldest child.

Family Finder Discount

Families can receive **\$500 per child** discount (up to \$1500) toward the full tuition for referring student(s) that enroll in the same school and remains throughout the school year. A family will receive this discount toward their tuition balance.

Roman Catholic Parish

As of 2012 the parish discount will be discontinued. The Cathedral Cluster will honor and grandfather all families currently receiving discounts, for children already enrolled with discounts no longer offered.

Retuning Family Tuition reduction

The Re-registration deposit amount paid at registration will be deducted from the cost of tuition.



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Mission Statement

In our Bridgeport Cathedral Elementary schools, we seek to set tuition at a low cost that is attainable for Bridgeport families.

FINANCIAL AID POLICY

A. New Families (new student)

1. Families must apply for school registration **first** before any consideration is made for financial aid. **Registration is ongoing throughout the school year.**

Families can pick up the registration packet in person, or download them from the schools website at www.cathedralcluster.org the forms are:

- Tuition Policy Agreement (1 per family)
- Tuition Rate
- Re-Registration worksheet
- Volunteer Sign Up form/ Virtus Request form
- Smart Tuition Account form
- Technology Acceptance form

Must Bring:

- Bring Birth Certificate / Social Security card
- Bring School Record if transfer
- Health Forms
- (Check or money order only)
Non-Refundable application fee

2. Registration forms must be completed and signed. Received by the school with the **non-refundable registration fee of \$100 or \$300** (amount varies depending on the school) by mail or in person in order to guarantee your child's / children a place in class.

3. Families interested in receiving financial aid must apply through **PSAS**, (Private School Aid Service) specializing in objective and uniform evaluation, resulting in a realistic ideal of how much each family can afford to pay toward education.

There is a non-refundable Financial Aid application fee of \$24 for all applications to PSAS.

Financial Aid applications will be processed and award decisions will be made within **4 weeks**.

PSAS must receive all required documents and fees before they can process an application. The documents required are:

- | | |
|------------------------------------|-------------------------------------|
| -Copy of W-2 or 1099 | - Copy of Federal Income Tax Return |
| -Total of non-taxable income | - Total of non-taxable income |
| -Household Clarification worksheet | |

A self addressed envelope is provided with the packet to mail directly to PSAS, or you can mail your packet directly to:

PSAS
P.O.Box 770728
Lakewood, Ohio 44107-0034

The financial aid/ tuition office will provide assistance to families having difficulty filling out these forms. Especially those families with language barriers, i.e. French; Spanish; Portuguese

Financial aid applications will be processed as quickly as possible on an ongoing basis. Financial Aid decisions will be **mailed to parents of new students**.

All financial decisions are confidential between the family and the financial aid / tuition office. School Principals are involved throughout the process for enrollment but not involved in the decision making process for financial aid, they are available only in an as need basis. Faculty & staff are not privy to any financial information.

4. Parent / Legal Guardian must agree to and sign the tuition contract for the **Smart Tuition monthly payment plan**. Return all forms to the school. A child cannot be admitted or attend class until all documents are received and all fees are paid.

Note: There will be **NO FULL** tuition assistance in any category pertaining to family discount; scholarship and or financial aid.

5. Every family awarded with financial aid is strongly encouraged to sign up for **Automatic withdrawal (ACH)** from their bank to pay their portion of monthly tuition payments.

Smart Tuition payments plan will **begin in July and can extend to May equaling an eleven month payment plan**.

6. **Please take into account that financial aid may be limited to families that apply for financial aid after March 30th , the financial aid office makes every effort to provide financial assistance so that every child in need receives aid.**

B.Family Discount Incentive

New guidelines effective January 2012

Family discount incentives are designed to give families tuition cost break having more than one child and/ or an active stake in the recruitment of new students into their school. If a family qualifies for financial aid in addition to family discounts, the discounts are deducted FIRST from the cost of tuition. The combined amount **cannot exceed 75% of the total cost of tuition. There will be NO FULL tuition assistance in any category pertaining to family discount; scholarship and or financial aid.**

Sibling

Sibling discounts will be given to families who enroll more than one child in the same school. A 5% discount will be applied to the tuition of the 2nd and 3rd oldest child.

Family Finder Discount

Families can receive up to \$500 per child (up to \$1500)discount toward the full tuition for referring students that enrolls in the same school and remains throughout the school year. A family will receive this discount toward their tuition balance.

Roman Catholic Parish

As of 2012 the parish discount is discontinued. The Cathedral Cluster will honor and grandfather all families currently receiving discounts, for children already enrolled with discounts no longer offered.