

# ST. MONICA SCHOOL

*Where Students Are Loved and Challenged*

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[www.stmonicasf.org](http://www.stmonicasf.org)

April 3<sup>rd</sup> 2017

## **St. Monica Parish and School Tuition Assistance Applications 2017 – 2018**

### ***Letter of Introduction***

Dear Parents and Members of the St. Monica School Community,

Foremost, we would like to thank and acknowledge the families of St. Monica School who make sacrifices in order to make a Catholic School Education a priority for their children. Our goal is to ensure that the tuition for our students remains affordable for all of our families.

Applications are now available for St. Monica Parish and School Tuition Assistance for the School Year 2017-2018. **Our school policy requires that families first complete applications for tuition assistance from external sources (SF Archdiocese) as a prerequisite for applying for St. Monica Parish and School Tuition Assistance.** For families newly entering our school or for new siblings of children who are currently enrolled in our school, we ask that you first apply to the BASIC Fund as well (see note below). **Please note that annual re-application processes are standard practice for *all* sources of tuition assistance.**

#### Available External Sources of Tuition Assistance:

1. San Francisco Archdiocese Family Grants Program (administered by TADS).
2. The BASIC Fund (this source is generally only available for students who are either newly entering a private school or renewing as current participants in the program. The BASIC Fund Board occasionally makes some exceptions, however. Note: siblings of current students are eligible when the sibling enters the school! Application forms are available online at: <http://basicfund.org>

It is the wish of both the pastor and principal that a family does not make a decision to leave St. Monica School due to financial considerations. Application requests for Parish and School Tuition Assistance can be obtained from the school office staff or downloaded from the “Announcements” area of our school information system, *Schoolspeak*. If your family has a financial concern regarding tuition for either this year or next year, you are welcome to contact the school office and/or the principal directly. All requests and forms are strictly confidential between the families and the administration of St. Monica School.

#### **The following items are required along with your returned Parish and School application:**

1. A cover letter which indicates your family’s reasons for applying for St. Monica Parish and School tuition assistance as well as your family’s current financial situation.
2. A copy of the your family’s 2016 (or latest) Federal and State Tax Returns (**Submit one set of returns for the family if parents have filed jointly or submit individual parent returns if parents have filed separately**)
3. Verification of your family having applied to outside source(s) for tuition assistance. Please note that the respective applications and form(s) and all appropriate supporting documentation must be sent directly to the source agencies by the respective deadline(s).

Your completed application for St. Monica Parish and School Tuition Assistance, and all supporting documents to due the school office by Friday, May 12th 2017.

Sincerely,

Vincent M. Sweeters, principal

Rev. John J. Sakowski, pastor