

ST. LAURENCE CATHOLIC SCHOOL FINANCIAL ASSISTANCE PROGRAM POLICIES AND GUIDELINES

ALL REQUESTS FOR FINANCIAL AID AND ALL APPLICATION INFORMATION FURNISHED WILL BE HELD IN STRICT CONFIDENCE

I. PURPOSE OF FINANCIAL ASSISTANCE PROGRAM

The St. Laurence Financial Assistance Program (the “Program”) is available to provide temporary financial assistance to the families of St. Laurence Catholic School (“SLCS”) students who have recently experienced a substantial life changing event that significantly impacts the family’s ability to continue their child’s education at SLCS. The Program is available to assist active members of St. Laurence Parish (the “Parish”) and SLCS, then other currently enrolled SLCS families.

II. SOURCE OF FUNDS

The School Board will approve the amount of funds to allocate to the Program during the annual budgeting process. The funds used for SLCS financial assistance come from prior year fund-raising efforts, income from the SLCS Financial Assistance Endowment Fund (if available), gifts and other funds, if available, and as approved by the School Board.

III. ELIGIBILITY

Eligibility for this program will be based upon:

1. A currently enrolled and/or accepted SLCS student;
2. Documented financial hardship based on the completed Private School Aid Service application (“PSAS”), including all required supporting documents;
3. A completed SLCS Financial Assistance Application; and
4. Evidence of active participation in Parish and/or SLCS activities, including a sincere willingness to share time and talents with the Parish and SLCS.

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IV. POLICIES

1. All financial assistance is based on the family's ability to pay. Funds received are considered as financial assistance as opposed to scholarships.
2. Varying amounts of financial assistance may be awarded as determined on a case-by-case basis by the Financial Assistance Committee (“Committee”). To the best of its ability, the **SLCS School Board will strive to have non-current-school-family members as members of the Committee each school year.**
3. Financial assistance will not exceed 49% of tuition balance and certain fees, as applicable, unless extreme hardship is clearly documented.
4. The Program is intended to assist families for circumstances that are sudden and temporary. Families may apply for assistance for no more than 3 consecutive years. Exceptions may be made on a case-by-case basis.
5. Financial assistance will be evaluated utilizing, among other criteria, the following guidelines:
 - Recommendations from applicable financial assistance service (or other tools);
 - Families demonstrating clear sacrifice in their choice of a SLCS education;
 - Documentation of continuing hardship not yet resolved;
 - Demonstration of meeting the volunteer service guidelines; and
 - Consideration with regard to the impact of disrupting a child's near term completion of a SLCS graduation.
6. Financial assistance is made in the form of a credit to the family's account and not in the form of a cash payment. Financial assistance funds cannot be used to offset bad debts.
7. Financial assistance is given on the tuition balance after any applicable discounts (i.e., sibling and staff discounts).
8. Every family receiving financial assistance will pay remaining portions of tuition and fees on a monthly basis pursuant to the applicable payment policies.

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9. All fees are eligible for financial assistance, except for the following:
 - Technology fee;
 - Registration fee;
 - Application fee;
 - Screening fee;
 - New family fee;
 - PTO dues; and
 - Late fees (NSF checks, late pick-up of students and late tuition).
10. From time to time, the Committee may request additional information regarding an application and reasonable efforts should be made to provide such.
11. Financial assistance decisions made by the Committee may be appealed in writing by the applicant. Only one appeal per school year is permitted. An appeal should be accompanied by all additional pertinent information the applicant would like the Committee to re-consider.
12. The students and families receiving financial assistance are required to maintain the eligibility criteria described above, a failure in which may result in the cessation of financial assistance.
13. Students receiving financial aid are expected to maintain satisfactory progress and conduct throughout the scholastic year, and students and families are required to adhere to all SLCS policies and guidelines.
14. In general, financial assistance is not available for preschool. However, applications for preschool may be considered by the Committee on a case-by-case basis as finances and circumstances allow.
15. If during the school year a family becomes financially able to pay SLCS tuition and fees without financial assistance, the family must notify SLCS that they are able to pay the full tuition.
16. Families receiving assistance in the fall semester must re-certify at the beginning of the spring semester that they still need assistance from SLCS.

V. REQUESTS FOR EMERGENCY ASSISTANCE

Requests for financial assistance must be completed by the scheduled dates prior to the beginning of the academic school year. However, unplanned financial hardships may occur, including but not limited to job loss, separation or death of a spouse, unusual medical expenses, etc. When these special circumstances occur, they must be

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documented in writing, along with the SLCS financial application, and sent to SLCS' Business Office for consideration.

Upon receipt of a request for emergency assistance, the Committee will review the request. If assistance is awarded, the assistance may include financial assistance, an extended payment schedule, or other assistance as necessary and reasonable.

Emergency financial assistance is temporary and will be granted only for the present school year. If a hardship continues, additional financial assistance can be sought in the same manner as all other requests for financial assistance for the following school year.

VI. APPLICATION PROCEDURE

We ask that you read all instructions carefully. All forms must be filled out completely. Information which is missing will delay final decisions.

1. Financial assistance packets may be obtained from SLCS' Business Office, or from Edline. **Two applications must be completed**, the PSAS application and the SLCS application. Other items to be submitted with the application packet include the following:
 - a. Current pay stub and/or bank statement
 - b. A financial turn-around plan detailing the steps the family is taking or will take to attempt to overcome the financial hardship.
2. Both financial assistance applications must be completed and either brought or mailed to the SLCS Business Office with the appropriate processing fee and backup documentation. The mailing address is:

St. Laurence Catholic School
2630 Austin Parkway
Sugar Land, Texas 77479

In addition to being considered for financial assistance through SLCS, families may also be eligible to receive funds from the Archdiocese of Galveston-Houston ("Archdiocese"). Please note that all eligibility and policy information listed in this document refer only to assistance from SLCS; for the Archdiocese guidelines, please refer to <http://www.choosecatholicschools.org/tuition-assistance.html>

PLEASE NOTE: A separate PSAS application is NOT necessary to be eligible for the Archdiocesan assistance. Your information will be automatically submitted to the Archdiocese for further consideration when you turn in the applications to SLCS. **Please do not mail your PSAS application directly to the Archdiocese.**

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The St. Laurence PSAS code is 4734.

3. Applications for the following academic school year must be in the school office by **March 31** of the current year.
4. PSAS will provide an unbiased quantitative analysis and review of each family's financial situation. It takes approximately six weeks for PSAS to process all applications and return its evaluation to SLCS.
5. The Committee will review the PSAS recommendation, the SLCS Financial Aid application and all other required submittals and decide on the distribution of financial assistance, dependent on the availability of funds and other factors.
6. The written decision of the Committee will be communicated to each applicant as appropriate to meet required scheduled payments to SLCS.
7. If a family is awarded financial assistance, they are required to sign and return the Financial Assistance Agreement. Failure to do so will result in immediate forfeiture of the financial assistance.
8. Financial assistance is provided for only one school year. Families must reapply if financial assistance is sought for additional school years.

If you have questions, please contact the Assistant Business Manager.