

Catholic Elementary School

# Tuition Grant Program (CTGP) for K-8 Students 2023-2024 School Year

Tuition Grant Policies & Procedures

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THE  
ROMAN CATHOLIC  
DIOCESE OF BUFFALO

# Tuition Grant Program (CTGP)

2023-2024



## TUITION GRANT PROGRAM POLICIES & PROCEDURES

The Catholic Elementary School Tuition Grant Program (CTGP) is offered to families who are deemed “active parishioners” of a participating Diocese of Buffalo parish without a school who enroll their child(ren) for Grades K to 8 in a parish-affiliated Catholic school in the Diocese of Buffalo. Families that meet the criteria for “active parishioners” are considered “parishioners” for the purpose of school tuition charges once the **Parishioner Verification Form** located on the last page is completed by the family, signed by their parish pastor, returned to the parish-affiliated Catholic school, and then reviewed and approved by the Department of Catholic Schools. **Families that do not meet the criteria of active parishioner or who attend a non-participating parish (see “For Families” below) will not qualify for the Tuition Grant and will be required to pay non-parishioner tuition rates.**

### For Families

Families that would like to be eligible for CTGP must be registered parishioners at a Diocese of Buffalo parish that does not have its own Catholic elementary school and participates in CTGP by submitting an Education Assessment to the Diocese of Buffalo.

During each quarter, the family must meet the criteria for an “active parishioner” to be eligible for the “parishioner” tuition rate.

The family must have their child(ren) registered at a parish Catholic Elementary school. Only students registered for Grades K to 8 are eligible for the Catholic Elementary School Tuition Grant Program; Pre-K students and High School students are not eligible for CTGP tuition assistance.

The parents of the student(s) should complete the Parishioner Verification Form, located on the last page of this booklet, and submit the form to be reviewed and signed by the pastor of the parish where they are registered. They must meet the criteria for an “active parishioner” throughout the school year.

### For Pastors / Parish Offices

If the family meets the criteria established for an “active parishioner”, the pastor should sign the Parishioner Verification Form, retain the original document, send one copy of the form to the Catholic school where the child(ren) are registered, and provide one copy to the family.

After the Parishioner Verification Form is completed and the child(ren) are approved for CTGP, the pastor will verify the family’s “active parishioner” status by phone throughout the school year in the first week of December, March, and May to allow for continued CTGP tuition assistance.

### For Schools

The school office enters all verified families and children on the electronic CTGP template supplied by the Department of Catholic School and submits this form to [ctgp@buffalodiocese.org](mailto:ctgp@buffalodiocese.org).

During the first week of September, December, March, and May, the school verifies the electronic list with the Department of Catholic Schools, including parish verification of “active parishioner” status.

The Department of Catholic Schools tallies the number of verified students at each school and submits a tally count by school to the Department of Finance.

Once verified and approved, the Finance Department issues a check to the school for verified students around the 15<sup>th</sup> of September, December, March, and May.

Transfer Student families should follow the same procedure described above at the time the Grade K-8 student registers / enrolls at the school.

An annual report is provided to the Bishop with the total amount of CTGP grants, the number of students receiving CTGP funding, the amount of CTGP funding given on the behalf of each parish, and the CTGP funds received by each school.

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## GUIDELINES FOR ELIGIBILITY FOR PARISHIONER-RATE TUITION AT PARISH CATHOLIC ELEMENTARY SCHOOLS OF THE DIOCESE OF BUFFALO

Guidelines have been developed to assist all parishes throughout the Diocese of Buffalo to determine active parishioner status. *This criteria will be applied to those families registered at a Diocese of Buffalo parish without a school but wishing to send their elementary school (K-8) child(ren) to a Diocese of Buffalo parish-affiliated Catholic elementary school for the purposes of evaluating eligibility for CTGP tuition assistance.*

By meeting the following criteria, families are considered active parishioners and qualify to receive the “parishioner” tuition rate at a parish elementary school for their enrolled Kindergarten to Grade 8 child(ren):

**1) Parish Registration/Sunday Mass Attendance**

The “parishioner” tuition rate is available to any family that is registered and active at a Diocese of Buffalo parish that participates in the CTGP by submitting an Education Assessment to the Diocese of Buffalo. The family must be registered at the parish and attend Mass on a weekly basis with their children. Children should be encouraged to worship in a parish faith community on Sundays in order to understand that they are nourished in faith at the parish celebration of the Eucharist.

**2) Active Parish Participation/Ministry**

In order for a vibrant parish to continue to carry out its ministry it is essential that all members participate within the parish. It would be required that anyone requesting the “parishioner” tuition rate would take part in the ministry of the parish, for example as a lector, Eucharist Minister, choir member, or as a volunteer in the numerous activities of the parish. This would provide another opportunity for our young people to see the close connection between faith and service.

**3) Stewardship/Financial Contribution**

The financial support of any parish is crucial for its overall growth and ministry. It is expected that a family requesting the “parishioner” tuition rate would contribute weekly to their parish offertory according to their means.

The goal of these guidelines and the CTGP is to provide a solid foundation for Catholic education in the Diocese of Buffalo. We have been entrusted with the responsibility of raising our children in the practice of the faith. Together we can meet the challenge of providing both a strong Catholic school education and vibrant parishes in which our children mature in faith, hope, and love.

# Tuition Grant Program (CTGP)



## Diocese of Buffalo Parishioner Verification Form for the 2023-2024 School Year

### To Be Completed by Family—**PLEASE PRINT & Submit to your Parish Office**

Parishioner Name: \_\_\_\_\_ / \_\_\_\_\_  
Parent/Legal Guardian #1 – First Name, Last Name Parent/Legal Guardian #2 – First Name, Last Name

Address: \_\_\_\_\_

City

State

Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

We are registered parishioners of: \_\_\_\_\_ Pastor: \_\_\_\_\_  
Parish Name City

Our child(ren) is/are enrolled at: \_\_\_\_\_ Principal: \_\_\_\_\_  
School Name City

### **Please list all Kindergarten to Grade 8 Students in your Household below**

Please Note: Pre-K and High School Students are not eligible for CTGP tuition assistance.

Child #1: \_\_\_\_\_ Grade for 2023-24 School Year: \_\_\_\_\_

Child #2: \_\_\_\_\_ Grade for 2023-24 School Year: \_\_\_\_\_

Child #3: \_\_\_\_\_ Grade for 2023-24 School Year: \_\_\_\_\_

Child #4: \_\_\_\_\_ Grade for 2023-24 School Year: \_\_\_\_\_

*Our family is dedicated to the faith formation of our child(ren). We attend Mass as a family and support our parish financially and through involvement in parish activities and ministries.*

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

### **To Be Completed by Pastor:**

*The family is registered with our Diocese of Buffalo parish and meets the eligibility criteria for CTGP.*

Pastor Signature

Date

*Pastors: please retain the original document, send one copy of the signed form to the Catholic elementary school where the child(ren) is (are) registered, and give one copy to the family.*