

## **Project HOPE/Brady Trust Tuition Assistance Information and Application Process**

1. Local parish/school tuition assistance used for those families with exceptional needs must continue.
2. The funds from Project HOPE and the Brady Trust are combined into one fund administered by the diocese.
3. Applicants for Project HOPE/Brady Trust tuition assistance must be Catholic.
4. Funds from Project HOPE/Brady Trust tuition assistance are for K – 8 students enrolled in a Catholic School.
5. Applicants must complete the Project HOPE/Brady Trust Tuition Assistance Request application in its entirety and include all applicable attachments. Incomplete applications will not be funded.
6. Applicants who have not previously completed a CTO application must attach a copy of their IRS Form 1040 for all adult wage/income earners in the family.
7. If there are special circumstances that should be taken into consideration by the diocese, such information should be attached to the application form.
8. Completed application forms must be returned to the applicant's school by a date designated by the school but no later than the first day of school.
9. Project HOPE/Brady Trust applications must be checked for completeness and accuracy and signed by the pastor and either the principal or the business manager.
10. All completed and signed applications along with the school's current tuition charges must be sent to the Schools Office no later than September 15. Late applications will not be funded.
11. The Schools Office will notify the principal and the pastor and/or business manager which applications will be funded and in what amount for the school year. The school must notify the families regarding the amount of assistance to be received from Project HOPE/Brady as well as those whose application will not be funded. Schools should keep record of which families make application.
12. Once the enrollment of the students who are in most need of assistance has been verified, the school will be issued a check.