



Catholic Education Foundation of Los Angeles
Application for Tuition Assistance Program (TAP)

Instructions – Page 2-3, 6 (TAP Policies and Procedures)

Families that apply: Mandatory to meet with the CEF
Representative

On Wednesday, November 20, 2019

5:00 pm to 7:00 pm

Appointment Schedule at WWW.CEFDN.ORG

Deadline for CEF On Site Processing is November 20, 2019

2020 – 2021 Tuition Assistance Application

Catholic Education Foundation (CEF)

Catholic Education Foundation Tuition Assistance

Santa Clara High School is pleased to announce that the Catholic Education Foundation (CEF) representatives will be on campus Wednesday, November 20th, 2019, from 5:00 pm to 7:00 pm to review your 2020-2021 CEF application and to process the data on our campus. This review and processing is on a first come / first serve **appointment-only** basis. It is **mandatory** that parents attend the on-site visit if applying for CEF tuition assistance.

This review and processing on Wednesday, November 20, 2019, is **mandated** for families who are:

1. Renewing their CEF application (renewal application attached).
2. If submitting a new application, you must meet CEF income guidelines. Please obtain a CEF application from the Main Office.

To schedule an appointment, please log on to www.cefdn.org. See attached CEF log-on information. After you schedule your appointment, please email your appointment time to **Ms Ellis** at ellis@santaclarahighschool.com.

Enclosed is the 2020-2021 CEF application and proof-of-income guidelines. All required information must be completed and supporting documentation attached when you meet with a representative on Wednesday, November 20th, 2019, at your scheduled appointment time.

Important to remember:

- Immediately book your appointment and email your CEF appointment time to **Ms Ellis** at ellis@santaclarahighschool.com
- Submit a copy of your CEF application and letter of explanation of why aid is being requested to the Main Office with **Mrs. Luna** no later than Monday, November 18, 2019.
- Incoming Freshmen, and Transfer Students: Do not forget to include your final report card / transcript for the 2018-2019 school year. If the Main Office does not receive these documents, your CEF appointment time may be delayed.
- Bring your original CEF application and required supporting documentation to your scheduled appointment.

Do not miss this opportunity on Wednesday, November 20, 2019 to have your 2020-2021 CEF application Received, Reviewed and Processed by a CEF representative.

How to Apply for Tuition Assistance from CEF

On – Site Processing

1. Verify that you and your household meet CEF's income guidelines for financial eligibility. (Refer to Financial Eligibility form).
2. Complete all three pages of the Application for Tuition Assistance Program (TAP) form.
3. Bring your completed application form and all proper proof of income documents to your scheduled appointment.
 - a. Acceptable proof of income documents includes your 2018 Federal Income Tax Return (1040) or a Notarized Statement of Income document. See CEF Guidelines for Acceptable Proof of Income Documentation on Page # 3 of the application for more details and requirements. All applications and proof of income documents submitted to CEF will be archived and / or disposed as appropriate to ensure confidentiality.

How to set up appointments with CEF via online:

1. Log on to www.cefdn.org
2. At the CEF Home page, on the top menu bar click on the Contact Us link and a drop-down menu will appear, select **TAP Appointments**.
3. Select **Click Here** on the **Tap Appointments** webpage (make sure to turn off any pop-up blockers)
4. Select **Next** on the Welcome Screen
5. Choose a location to meet with CEF Representatives (**Santa Clara High School**) and select **Next**
6. **Choose a Time** to meet with CEF Representatives and select **Next**
7. Enter in your information to reserve your appointment (make sure to enter your mobile phone number and email in order to get a text and email reminders) and select **Save**
8. Please print or save the confirmation for your records
9. Please email Ms Ellis at ellis@santaclarahighschool.com with your appointment time
10. Don't forget to submit a copy of your application, supporting taxes, income documentation and letter of explanation of why you are requesting aid to the Main Office by Monday, November 18, 2019. **A copy only to the Main Office (Mrs. Luna) – You must bring the original application and supporting documentation to your scheduled appointment time.** If you are an Incoming Freshman or Transfer Student, do not forget to include your final 2018-19 report card / transcript.

Do not miss this opportunity on Wednesday, November 20, 2019 to have your 2020-2021 CEF application Received, Reviewed and Processed by a CEF representative.