

# Frequently Asked Questions for CEF

## Where and how do I apply?

1. You pick up your application pack at a participating Catholic school in the Archdiocese of Los Angeles.
2. You complete your form and return it to the Catholic school you child will attend.
3. You submit the 2020 or 2021 tax returns and w-2 form(s)

## When can I apply? (Can I apply at any time? Do you have emergency tuition assistance?)

1. You must apply during one of the three tuition cycles
2. CEF does not accept applications outside of the three tuition cycles

## What are the three tuition cycles?

1. Cycle 1 is for 8th grade students applying for high school tuition assistance (Early Fall)
2. Cycle 2 is for students currently attending high school (Winter)
3. Cycle 3 is for elementary students (Early Spring)

## What are other forms of proof of income may I use to submit along with my child's tuition award application?

1. Formal letter of disbursement for Unemployment, Disability and/or Social Security
2. Formal letter of disbursement for AFDC, Food Stamps and/or WIC
3. Court order of alimony and/or child support

## How many applications may I submit?

1. If you have more than one child attending a Catholic school, you may submit an application for each child for grades preK through 12<sup>th</sup>

## How do I know if my child received a tuition award?

1. CEF will notify your school of the status of your application
2. CEF will mail out awarded and waitlisted letters to the parents/guardians

## Can I receive an application directly from CEF?

1. No. Applications for tuition awards are only available through participating Catholic schools. Please visit your school and pick up a tuition award application packet.

## Can I mail my applications directly to CEF?

1. No. All applications and proof of income are reviewed and a formal written recommendation made by the principal or pastor before submitting to CEF.

## How does CEF receive my applications?

1. After all the applications are reviewed by the Principal or Pastor and a formal recommendation is attached to each application, the school then mails all the applications at one time to the CEF office

## The following proof of income is accepted by CEF:

1. The 2020 or 2021 Federal Tax Return (1040)
2. If you received child support and/or alimony, you must provide legal proof of distribution
3. If you are unemployed or on disability, you must provide a formal letter stating your benefit distribution for 2020 or 2021.
4. If you work for cash, you must provide proof with a formal letter from your employer and/or a sworn Statement signed and sealed by a Public Notary verifying your income (Notarized Statement Form)