

**PARENT INFORMATION SHEET**  
**2015-2016 School Year**  
ANNUAL TUITION ASSISTANCE PROGRAM  
ARCHDIOCESE OF DETROIT

**REVISED:**  
**2015-2016 HARD COPY APPLICATION FEE INCREASE**  
**\$26.00**  
**ON LINE APPLICATION FEE IS \$23.00**

**What is the Tuition Assistance Program?**

As a result of the Stewards for Tomorrow Campaign and the establishment of the Archdiocesan Endowment, the Archdiocese of Detroit extends tuition assistance grants to **Catholic** families with children in grades K-12 attending Catholic Schools. The award for this year is \$800.00 (Elementary) and \$500.00 (High School).

**Must financial need be demonstrated?**

Yes. A Student Aid Form must be completed by each family applying, and mailed directly to Private School Aid Service (PSAS) in Lakewood, Ohio. Awards are based solely on financial need. Receiving an award in previous years does not guarantee an award for the current year.

**NEW PROCESS: On-Line Application Available for the 2015-2016 School Year:**

**How do I apply?**

The Student Aid Form can be obtained from your school, and constitutes your application when it is completed and sent to PSAS. **There is a \$26.00 application fee. This increase was applied across the board for processing fees by Private School Aid Service (PSAS) and not the Archdiocese of Detroit.** Please send a check or money order. It is important that you keep a copy of all checks/money orders and a copy of your application after completed.

The applications are carefully evaluated by PSAS in order to determine need. A letter will be mailed to each household informing them of the status of their award(s).

**The PSAS application can also be obtained through the Archdiocesan website:**

- Go to: [www.aodonline.org](http://www.aodonline.org)
- Click: Catholic Schools
- Click: Tuition Assistance
- Click: Download Application. Applications are available in English and Spanish.

**NEW PROCESS: Pastor or Pastoral Associate's Signature or Signature Stamp is required on the actual Tuition Assistance Application prior to the applicant submitting it to Private School Aid Services.** If you are completing a form other than form number 006 (which is the AOD application), please download the Pastor's signature sheet from the [aodonline.org](http://aodonline.org) website and fax it to PSAS. If your student attends a school that has an independent contract, which may have an earlier deadline date, make sure that you

**include the Pastor's signature sheet with the application, if the school's application does not have a signature area for the pastor.**

The pastor **will** be required to sign the application for all applicants who applied from his parish. If the pastor does not verify that you are an active parishioner by his signature, your application cannot be processed under the requirement of the guidelines. **It is important that your parish be notified of any name differences (i.e.: The student's name is different from the parent).**

### **Do some schools have independent contracts with PSAS?**

Yes, some schools have independent contracts with PSAS. Independent school contracts may have different guidelines, deadlines, and required fees to qualify. Check with your school for details.

### **WHAT IS THE TIME-TABLE FOR 2015-2016?**

February.....PSAS application forms available at the school.

**April 7..... DEADLINE for grant applications to PSAS**

July 24 .....Letters should be mailed to applicants, schools and parishes announcing the grant awards or denials.

September .....Schools will receive a Tuition Assistance Grant report to complete and return to the Office of Catholic Schools for processing of checks once all information is validated.

### **Additional Information:**

- Complete only one application per family regardless of the number of school children. Please make sure all eligible student names are included on the application. You may use an additional sheet if needed.
- More than one child in a family may receive a grant.
- Effective 2015-2016 School Year: Children in grades K (full time) to 12 are eligible for grants.
- PSAS is the sole evaluator for the Student Aid Form process.
- The receipt of other financial assistance such as, parish, vicariate or Catholic school scholarships/grants, does not exclude the awarding of an Archdiocesan grant.
- All **Catholic families** in the Archdiocese of Detroit are eligible for the grant providing the child(ren) meet the above criteria and are enrolled in a Catholic school for the current school year.

### **Regarding Late Applications:**

- Families who submit their applications late may encounter the risk of not having their students name listed on the school report and not having the opportunity to be considered for the grant.
- Many parents call PSAS stating that their late documents are submitted but this does not ensure that your student will receive the scholarship. If your application is late, there is a timely process to see if funds are still available. This process can be as late as November 30, 2015. This can be a challenge to families, so it is strongly encouraged that you submit your application on time with the required documents.

#### **Office of Catholic Schools**

Tuition Assistance Contact Information

**Recorded Message** for Frequently Asked Questions: (313) 237-5767

Angela R. Naylor, Tuition Assistance Coordinator

Direct Line: (313) 237-5775

Due to the volume of calls during this time, we request that all inquiries be emailed to [Naylor.angie@aod.org](mailto:Naylor.angie@aod.org). If you are not able to email, please allow up to 24 hours to have your call returned.