

SCHOLARSHIP POLICY

Responsibility for Policy

St. Catherine Laboure scholarship policy and any revisions shall be written by the school board scholarship committee and submitted to the full board for approval. A copy of the scholarship policy shall be included in all school handbooks.

Eligibility

Scholarship grants are based on financial need. Students in kindergarten through eighth grade are eligible.

Applications for Scholarship

Applications for scholarships are available through the school principal's office. The applications must be filled out completely and include a copy of the first page of the applicant's IRS Form 1040. The applications will include a cover letter from the committee with instructions that is must be returned by sealed envelope to a designated member of the committee. All applications shall be forwarded unopened to the committee. If requested, applicants shall make themselves available for an interview with the scholarship committee do discuss financial need and the possibility of volunteering time to assist in school functions.

Evaluation

Three members of the scholarship committee shall evaluate all applications and determine financial aid by a majority vote. All applications for the upcoming school year must be completed and returned by **June 30th**. Decisions of the scholarship committee shall be completed and applicants notified no later than August 1st of the school year. Grants shall be based on funds available and financial need. The names of applicants shall remain strictly confidential and shall not be disclosed outside the committee. It is the policy of the school board that all applicants assume a portion of the tuition payments, therefore, full scholarships will not be awarded.

Report to School Board

During the September school board meeting, the committee shall submit a report to the board detailing the number of applications received and amount of scholarship grants awarded. The names of applicants shall not be reported to the school board.

Notification of Grant

All applicants shall be notified in writing of the decision of the scholarship committee. If a scholarship is awarded, the amount of the award shall be credited to the student's tuition.