

## **Application Process for Tuition Assistance for Children of Teachers and Administrators Program (TACT) Covered by the COACE Agreement**

- *Need-based grants* are available to children of teachers and administrators covered by the COACE. Agreement. It is possible that all applicants may not be awarded a grant.
- The grants are applicable for children in grades K - 12.
- The *Internal Application Form* must be completed and submitted by email to [tact@columbuscatholic.org](mailto:tact@columbuscatholic.org) or mailed to the address below by the parent/educator by **4:00 p.m. on March 16** to:

Office of Catholic Schools  
ATTN: Tuition Assistance for Children Joint Committee  
197 East Gay Street, 3<sup>rd</sup> Floor  
Columbus, OH 43215

- *Internal Application Forms* are available on the Office of Catholic Schools website, through the school Principal or from the C.O.A.C.E. Building Representative.
- There is no charge for processing the *Internal Application Form*.
- Applicants must also complete a FACTS application with all accompanying documentation and fee of \$35.00 by **March 15**. (If non-custodial parent, the educator must have custodial parent complete and submit the FACTS form.)
- FACTS applications are available online at [www.factstuitionaid.com](http://www.factstuitionaid.com)
- Grants are awarded for one year only. Re-application can be made each year.
- If the employment status of the educator changes and makes the educator no longer eligible for the grant or if the child is not enrolled in the school indicated on the application form the grant becomes null and void.
- The original application forms must be submitted. No faxes are permitted. Teachers are encouraged to keep a copy for their files.
- If by the deadline there are incomplete applications and/or ones without accompanying required documentation or the FACTS fee they will not be processed.
- Apply early to avoid possible non-processing of your application since, if time allows, FACTS will contact you if your application is incomplete.

**Internal Application Form for Tuition Assistance for Children  
of Teachers and Administrators (TACT)  
Covered by the COACE Agreement**

- I would like to be considered for the \_\_\_\_\_ school year for tuition assistance for my child(ren) enrolled in grades K - 12.
- I realize these grants are based on need.*
- I have, by March **15**, filed a **FACTS** application.

**A. General Information:**

Name of Educator: \_\_\_\_\_

Street Address	City	State	Zip

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Active email address \_\_\_\_\_

School where employed \_\_\_\_\_

If divorced or separated and the non-custodial parent provide name of custodial parent  
\_\_\_\_\_

**B. Application for: (Indicate information for the next school year.)**

Students Name	Grade	School

**C. Other Scholarships/Grants: (List any other tuition scholarship/grant that your child will receive)**

Students Name	Source	Amount

**DEADLINE:**

This completed, original form must be at the Office of Catholic Schools at 197 E. Gay Street, 3<sup>rd</sup> Floor, Columbus, OH 43215 or via email at [tact@columbuscatholic.org](mailto:tact@columbuscatholic.org) no later than 4:00 p.m. on **March 16**.