

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 or mailed to the address below by the parent/educator by **4:00 p.m. on March 15** to:

Office of Catholic Schools
ATTN: Tuition Assistance for Children Joint Committee
197 East Gay Street, 3rd 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.)
- Log in to your [Parent Login for FACTS](#) and click on the [Payment Plan/Financial Aid](#) tab and complete the financial aid application and submit.
- 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, 3rd Floor, Columbus, OH 43215 or via email at tact@columbuscatholic.org no later than 4:00 p.m. on **March 15**.