



# Children's Tuition Fund of Alabama

2019–2020 Parent Handbook

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[www.childrenstuitionfund.org](http://www.childrenstuitionfund.org)

## Who we are

Children’s Tuition Fund of Alabama (CTF AL) is a privately-funded, nonprofit entity established for the purpose of granting tax credit scholarships to students seeking improved educational options. Our goal is to offer Alabama parents and children the best educational opportunities available to them.

## Who may apply for a scholarship?

The Alabama Accountability Act (AAA) governs the granting of scholarships through CTF AL, and specifies student eligibility as follows:

- Student must reside in Alabama.
- Student must reside with parent/guardian submitting the application.
- Students must be entering Kindergarten through grade 12
- On August 15, 2019, students must be between the ages of 5 and 18 years old
- Students must be “income eligible”—Household incomes (incomes of all adults in the household combined) must fall at or below the maximums shown below. (listed for **New** and **Returning** Applicants—find the one that applies to you):

New Applicants			Returning Applicants		
Based on 2019 Income Guidelines			Based on 2019 Income Guidelines		
Size of Household	Maximum Annual Income	Maximum Monthly Income	Size of Household	Maximum Annual Income	Maximum Monthly Income
2	\$31,284	\$2,607	2	\$46,503	\$3,875
3	\$39,461	\$3,288	3	\$58,658	\$4,890
4	\$47,638	\$3,970	4	\$70,813	\$5,902
5	\$55,815	\$4,651	5	\$82,968	\$6,914
6	\$63,992	\$5,333	6	\$95,123	\$7,928
7	\$72,169	\$6,014	7	\$107,278	\$8,940
8	\$80,346	\$6,695	8	\$119,433	\$9,952
For each additional person, add \$8,177		For each addn'l person, add \$681	For each additional person, add \$12,155		For each addn'l person, add \$1,012

**Note:** Income will be assessed during the second phase of the application process and will only be conducted if the application passes the first phase.

## Scholarship Awarding Procedures

Scholarships are awarded on a first-come, first-served basis, once the following criteria have been met:

- First priority is given to previous scholars\* as long as they meet the income requirements and continue to be eligible to receive a scholarship until graduating from high school or reaching the age of 19, whichever occurs first. *\*If a full scholarship was forfeited during the year, the student would not qualify as a previous scholar when reapplying.*
- Second priority is given to students zoned for a “failing school” as determined by the Alabama Department of Education. To see if your zoned school fits this criteria, search this list of “[failing public schools.](#)” Please note that the failing school must match your child's grade (ex: if the failing school is high school, but your child is in elementary school, your child is not zoned to attend a failing school).
- The public school that the student would attend must be verified. Each applicant’s local board of education must provide written verification indicating the public school that matches the applicant’s resident address

- If your student attended a designated failing public school last year (2018–19), the Alabama Department of Education should have sent you verification of enrollment in that failing school. You may be asked to supply that verification, or a full-year report card for 2017–18 from the failing school.
- For those applicants whose student(s) are entering school in Alabama for the first time, zoning verification from your local board of education may be required.
- Students **not** zoned for a failing school **will not be considered for scholarships until after July 31, 2019**. You will still want to submit your application once it has opened.
- Scholarships cannot be awarded to any school with a paid staff member, board member, or relatives thereof, who are affiliated with Children’s Tuition Fund of Alabama.
- Be advised that application procedures, including priority considerations and deadlines, are determined by the Alabama Accountability Act legislation and are regulated by the Alabama Department of Revenue. These guidelines are subject to change.

### Scholarship Amount Guidelines

- For students choosing a non-public school, scholarships will be allotted in amounts up to, but not exceeding, the full amount of tuition plus required fees as determined by the school.
- By law, scholarship amounts **may not exceed** the amounts listed by grade level below:
  - For students entering elementary grades: \$6,000 per year
  - For students entering middle school: \$8,000 per year
  - For students entering high school: \$10,000 per year
- For students choosing a public school, scholarship amounts may not exceed the total state appropriation provided per student for the same attendance period.

### Scholarship Award Notification

- Applicants selected to receive a scholarship will be notified by email of the scholarship available.
- Applicants will need to select a school and enroll their student for the scholarship to be finalized. Applicants will be notified by email once scholarship has been finalized.
- Applicants not selected to receive a scholarship will be notified by email mid-to-late August.

### Scholarship Payments

- Scholarship payments will be sent by check or direct deposit directly to the school chosen by the student, on behalf of the student. Scholarship funds will apply directly to the student’s costs for attending the school. The school must be an approved participating school, as shown on [this list](#).
- If a student transfers to a different school during the school year, a pro-rated amount of scholarship funds will be transferred with the student to the new school, provided it is an approved participating school or a public school.

For questions concerning the application process or scholarship awarding policies, please contact:

**Children’s Tuition Fund of Alabama**

719-867-5273

Email: [CTF\\_AL@acsi.org](mailto:CTF_AL@acsi.org)