



# Children's Tuition Fund

## School Registration Information

The Children's Tuition Fund has established a scholarship program to help remove financial barriers that many families face affording Christian schooling. The Children's Tuition Fund (CTF) provides economic assistance in the form of scholarships to allow children of qualifying families to attend a private school of their choice. Based on business contributions through the two **Educational Improvement Tax Credit (EITC)** programs and the **Opportunity Scholarship Tax Credit (OSTC)** program of Pennsylvania, the scholarship program supports students in pre-kindergarten through 12th grade.

**General Scholarships:** With the understanding that there are limited non-designated EITC/OSTC contributions, the General Scholarship Fund yearly disbursement will be divided among a few eligible CTF schools. The number of recipient schools, in addition to the amount awarded, will be determined by CTF. All school awards must comply with EITC guidelines and the schools' scholarship policies.

To qualify, families must comply with the EITC and OSTC eligibility guidelines. Allocations for these scholarships are determined by your school and based on available funds.

All participating schools must be compliant with all PA State Tax Credit Guidelines for family eligibility, scholarship awards, and financial tracking of funds. (see EITC & OSTC Eligibility guidelines)

The following must be submitted before funds can be released:

- CTF School Registration Form
- School Commitment Form\* (Excel document only, a PDF copy will not be accepted - additional information on page 2)
- For the Pre-K Program, each school must submit a current year, signed Curriculum Alignment Letter with their CTF Registration. If you need a sample of this letter, let us know.
- W-9 Form and Electronic Transfer of Funds (EFT) Form (if not already submitted).  
**The EFT form is strongly encouraged as some checks have been lost in the mail. This will allow you to receive your funds quickly.**

**\*The School Commitment Form** may be used for any of the three programs, but only one program per sheet. Your school will complete this form each time it requests CTF funds.

1. Funds are disbursed to the school and not to the family.
2. When completing a School Commitment Form, please observe the following:
  - a) **Report only tuition and book fees.** Do not include application or registration fees, transportation, extended care, or any other non-tuition costs. Any other use of the funds is strictly prohibited.
  - b) In the case of multiple children in a family receiving a group rate, list each child's portion of the group rate, not the average tuition per child.
  - c) CTF requires that an outside financial assessment company be used in determining family eligibility. In the event your school does not use an outside vendor to determine family eligibility, the families must apply through CTF qualified vendors for financial verification. Please see the document *Third Party Family Eligibility Information*.

- d) On occasion, the school may be required to return unused funds to CTF if the school cannot use all the funds in their account within the program two-year requirement for disbursement. According to state guidelines, a program year is July 1 to June 30. This return fund requirement is not based on a rolling two-year period.
- e) When a child stops attending your school (or the parent informs you of the intention to leave on a defined date), you must submit an Exit Confirmation Form immediately. The Exit Confirmation Form must be completed by one of the persons authorized to complete the School Commitment Form (see below). The scholarship cannot be transferred or renewed for a different eligible CTF recipient until the CTF Specialist receives the Exit Confirmation Form and School Commitment Form for the new student recipient.

**Important Dates to Remember:**

- May 1** Contact your contributing businesses to remind them to re-apply for the EITC/OSTC tax credit program on May 15th. CTF is available to assist in the application process.
- May 15** First date businesses may submit year-two contribution applications. Contact the contributing businesses that you have not heard from to remind them to re-apply for the EITC/OSTC tax credit program, and CTF will assist them to do so.
- May 25** Final requests for disbursements processed. If you still have funds available from the 2018-19 school year, these funds must be disbursed by this date or forfeited.
- June 15** Reminder: Contact your contributing businesses to remind them to re-apply/apply if they have not already done so.
- July 1** DCED EITC/OSTC applications due for all new businesses
- Sept. 15** Follow-up with your contributing businesses if you have not heard from them. If they need assistance, they may contact CTF.
- Oct.**
- Nov.**
- Dec.** Businesses receive approval letters from DCED

If you have any questions, please contact Tonia Harding at [tonia\\_harding@acsi.org](mailto:tonia_harding@acsi.org) or by phone at 719-867-5273. Please send all documents to this email address.

**All forms are now available on the [Children's Tuition Fund website](#).**