

**The Children's Tuition Fund  
School Registration  
2023-2024**

School Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: PA Zip: \_\_\_\_\_

County: \_\_\_\_\_ Participating Tax Credit Programs: EITC \_\_\_ OSTC \_\_\_ PKTC \_\_\_

Administrator: \_\_\_\_\_ Email: \_\_\_\_\_

School CTF Contact: \_\_\_\_\_ Title: \_\_\_\_\_

School CTF Contact Email\*: \_\_\_\_\_

\*All correspondence from CTF will be sent to this email address

Does your school offer any financial aid other than EITC/PKTC/OSTC Scholarships? YES \_\_\_ NO \_\_\_

<p>Does your school use a third-party vendor to qualify families to receive EITC/PKTC/OSTC funds?</p> <p style="text-align: center;">Yes* ___ No ___</p> <p>*If yes, name of third-party vendor: _____</p>	<p>Are families that apply for EITC/PKTC/OSTC financial aid charged an application fee either by your school or a third-party processor?</p> <p style="text-align: center;">Yes ___ No ___</p> <p>Fee Amount? \$ _____ (Needed for state reporting purposes)</p>
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(Pre-K only) \_\_\_ Attached to this registration form is the signed, current year Curriculum Alignment Letter.

**Terms of Agreement:** Our school wishes to participate with The Children's Tuition Fund to assist in our students' education. We understand that CTF requires student eligibility in the EITC/PKTC/OSTC programs be verified through a third-party vendor and eligibility from the vendor be supplied to CTF before disbursement of funds are made to our school.

We acknowledge that continued payment by the CTF is contingent on the family maintaining the prescribed conditions of eligibility and remaining current regarding their financial obligation to the school. We agree to monitor the situation and report to CTF any conditions that would disqualify the family from participation in this program. Should any conditions occur, that would change the amount of the award given to the family we will inform CTF.

We acknowledge that we have read the Children's Tuition Fund School Registration Information

As allowed under each state program, funds designated to your school may be redistributed to another school if funds are going to expire or cannot be used by your school.

Finally, we certify the above information to be correct and agree to the terms outlined.

Name: \_\_\_\_\_  
Administrator or Equivalent

Signature: \_\_\_\_\_  
Administrator or Equivalent

Date: \_\_\_\_\_



## 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.

### **Families –**

To qualify, families must comply with the EITC and OSTC eligibility guidelines: EITC & Pre-K Eligibility: Household income is not to exceed \$105,183 plus \$18,514 per dependent child. OSTC Eligibility: EITC requirement + student must also reside within the attendance radius of a [Low-Achieving School](#). The OSTC scholarship awarded may not exceed \$8,500 per student.

The amount allocated for scholarships are determined by your school and based on available funds.

### **Schools –**

All participating schools must be compliant with all PA State Tax Credit Guidelines for family eligibility, scholarship awards, and financial tracking of funds.

The Commonwealth of PA requires that a third party qualify families' eligibility for need-based scholarships.

The following must be submitted before funds can be released:

- CTF School Registration Form (annual submission)
- Disbursement Request Form\* (Excel document only, a PDF copy will not be accepted -additional information below)
- 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/ACH Form (if not already submitted).

### **Disbursement of Funds**

Disbursement of funds may be requested at any time during the year as long as the school has funds available in their account. Funds received from October 1st – September 31<sup>st</sup> must be used by August of the following year (example: Funds received October 1, 2022 – September 31, 2023 would be available for use until August of 2024).

**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**  
For the purposes of the EITC, the term "tuition" shall also include school-related fees charged by a school, including a special education school. School-related fees shall include fees charged by a school to all students for books, instructional materials, technology equipment and services, uniforms and activities. 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.

**b. 3<sup>rd</sup> Party Financial Verification**

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*.

*i. If CTF does not have access to your families' applications through the 3<sup>rd</sup> party, please send one of the following with your disbursement request:*

1. a report from the third-party showing name, income, and household size
2. a report from the 3<sup>rd</sup> party showing they qualify under program requirements (EITC, OSTC, or PreK)
3. If you do not use a 3<sup>rd</sup> party, please contact CTF for information on what must be submitted.

**c. Return of Unused Funds**

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. The two-year program requirement is based on the SGO's fiscal year which is October – September. CTF will reach out to you mid-July if you have any funds that are in jeopardy of being forfeited.

**d. Student Leaves the School**

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.

<b>August – December</b> Promote the Program, identify prospective business owners
<b>September – December</b> Assist individual contributors with year-end giving through the Special Purpose Entities
<b>January – May</b> Provide educational opportunities for prospective businesses to learn about the program and how to participate
<b>April – June</b> Provide assistance as needed through the Children's Tuition Fund for the business application process
<b>August</b> Request a disbursement for any unused Funds that will expire
<b>Year Round</b> Provide educational opportunities for prospective individuals to learn about the EITC program through a Special Purpose Entity. Ask for details.
<b>Always – Thank and communicate with your contributors!</b>

If you have any questions, please contact Saralee Lenhart at [saralee\\_lenhart@acsi.org](mailto:saralee_lenhart@acsi.org) or by phone at 719-867-0208. Please send all documents to this email address.

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