

# St. John the Evangelist School

8500 West Coldspring Road  
Greenfield, WI 53228

(414) 321-8540  
sje.k12.wi.us

March 2019

Dear Parents/Guardians of St. John the Evangelist Parish School,

The purpose of this letter is to inform you of our policy for tuition assistance for the 2019-2020 school year and provide you with the necessary application forms.

If you are interested in applying for tuition assistance for the 2019-2020 school year, the procedure is outlined below. If you choose not to apply for tuition assistance, you may disregard this communication and just consider this letter as informational. ***Please do not complete and return any of these forms unless you are interested in applying for tuition assistance.***

1. **We have a limited amount of money available for tuition assistance** through our Angel Fund, parish funds, etc.
2. **Under the Tuition Grant Forms tab on the school website you will find an application for the Angel Fund.** You will notice that the form asks some very basic questions and **requires those applying for proof of their financial situation**, either through a copy of their **2018** federal income tax return (Summary Form Only - i.e. 1040 form, pages 1 and 2) or if you did not file an income tax return, a copy of proof of family income (e.g. copy of Welfare, Social Security, Child Support, etc.).
3. You must be **registered** for the 2019-2020 school year in order to apply for assistance. If you have not done so yet, please see Mrs. Kaminski in the school office to complete your registration form prior to sending in your tuition assistance application.
4. As Catholics, Eucharist is the basis for everything we believe. **Therefore, it is the expectation that all parishioners, including our school families, attend weekend liturgy regularly, have a current parish pledge card on file and are actively involved in our parish ministries.** We will consider these factors as we disperse the financial resources of the Angel Fund.
5. Return the completed tuition assistance form application and proof of your financial situation to me, **Mary Laidlaw Otto, St. John the Evangelist Parish School, 8500 W. Coldspring Road, Greenfield, WI 53228 immediately. Please mark your envelope "Confidential."** This will ensure that I will be the only person to see your private



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information. Any financial information shared with our tuition assistance committee will have identifying information removed.

6. **Any forms received after May 1, 2019 will not be considered for tuition assistance for the upcoming school year.** Please allow at least five days for your forms to reach the school through the U.S. Mail system.
7. **If you prefer to personally drop off your forms at the school office, please do so.**
8. Upon receipt of all the forms that are submitted by May 1, I will **rank those with the most need/extenuating circumstances, etc. on a grid.** Those with the greatest need will receive the most tuition assistance and so on down the grid, until all our available funds for tuition assistance are utilized.
9. **I will personally notify you on or before June 1, by phone, indicating the amount of tuition assistance your family will be receiving for this coming school year.** You will also receive a letter to that effect. That amount will be deducted from your tuition account.
10. If significant and life-changing circumstances arise during the course of the school year, such as a serious illness, death, loss of job, etc. you can certainly contact me and we can discuss these kinds of situations at the time. **However, please remember that in order to be eligible to apply for tuition assistance for the upcoming school year, your forms and proof of financial situation must be in my hands by May 1, 2019.**

I am very excited to facilitate this positive, fair and consistent procedure for tuition assistance to our families and further look forward to the opportunity of talking with potential benefactors about our great need for tuition assistance at St. John the Evangelist Parish School. The goal is to ensure that, in the future, Catholic education can be a more affordable option for more and more families. Having a fair and consistent program of distribution of those funds is very positive and encouraging to donors.

If you have any questions or wish to discuss this with me, please call me at school, (414) 321-8540 or by email, [principal@sjk12.wi.us](mailto:principal@sjk12.wi.us).

With warmest regards and blessings,

Mary Laidlaw Otto  
Principal