



**Daughters of Charity Catholic Education Initiative
Tuition Assistance Program**

TUITION ASSISTANCE APPLICATION CHECKLIST

This year's application process will be the same with the family initiating the application and sending recommendation emails to the nominating Sister and the Principal of the school where the student attends.

See the "How to Reapply for MMI Tuition Assistance" document for accessing the application.

Below is information in which the family, Sister and school will need in completing their portions of the application/recommendations:

✓ **Family**

- Parent/guardian name, home address, and phone number
- Student name
- Name of school
- Upcoming grade level
- Student age
- Student date of birth
- Student gender
- Student phone number
- Student email address
- Additional financial assistance the student has received (sources and totals)
- Amount requested to MMI for tuition assistance
- Parent/guardian occupation and employer
- Student photo (optional)
- Agreement signature

✓ **Sister**

- Name
- Ministry
- Residence name and address
- Why you believe the student should receive assistance (optional)
- Daughter of Charity Agreement signature

✓ **School**

- Tax ID number
- Phone Number
- Principal Name
- Description of the school's service learning program and how the applying student is involved
- Cost of school tuition and fees
- Documentation reporting school financial aid awarded to the family, example: award letter (the document will need to be uploaded)
- Family's approved application for the National School Lunch Program OR other financial information such as most recent 1040 tax form (document will need to be uploaded)
- Student's most recent grades
- Name and address of the appropriate person to receive payment at the school
- Agreement signature

... stirring the flames of charity