



Christ the Teacher Diocesan Scholarship Fund



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“Turning Taxes into Tuition”

2024

Policies and Procedures for Application & Awarding Scholarships

1. To apply for a CTDSF scholarship, applicants should complete the simple on-page CTDSF Application Form located on our web-site at www.diosteub.org/ctdsf. The application window is February 1st through April 30th of each year.
2. **In addition**, the State of Ohio requires Scholarship Granting Organizations to prioritize low-income families in scholarship awarding. To maintain our organizational certification, we verify applicant’s income level. **Applicants must verify income through the one of the following:**
 - Completing a *FACTS Management Grant & Aide* application at www.online.factsmgt.com/aid. If assistance is needed, applicants may contact the FACTS Applicant Service Center at 866-315-9262. All FACTS requested income verification documentation must be provided by April 30th. Be sure to identify, within the application, the Diocese of Steubenville and the diocesan Catholic school that your child(ren) will be attending.

OR

 - Complete the CTDSF **Income Verification Form**, posted on the CTDSF web-site, along with documentation to verify your income. Again, the application window, including the submission of documentation to verify income, is February 1st through April 30th of each year. Sources of income may include:
 - Current pay stubs (multiple)
 - W-2s for the most recent tax cycle
 - Most recent Federal income tax returns, including 1099s
 - Correspondence from the Social Security Administration, Ohio Bureau of Worker’s Compensation, Department of Job and Family Services, and other providers of benefits and/or public assistance, showing the amount of benefits and or public assistance you are receiving
3. Scholarship awarding is prioritized by income level. Students are eligible for an award regardless of income level, however, priority shall be given to students in households below 300% of the federal poverty level, who have unmet need. Please reference the **Poverty Guidelines Chart** on the CTDSF website, which shows 300% of the federal poverty level for different household sizes. Students that receive or students whose guardians receive public assistance as defined by Section 5101.26 of the Revised Code qualify as low-income.
4. CTDSF may ask for recommendations from the school a child is attending, to assist with determining award amounts, based on special circumstances and other tuition assistance being provided. Scholarships, if awarded, shall only cover a partial cost of tuition.
5. CTDSF Scholarships will be awarded for the 2024-2025 school year. Notifications of awards will be made by June 1st.