



Tuition Assistance Policy

Owensboro Catholic Schools is committed to providing a quality faith-based education at an affordable cost. OCS understands that many families simply cannot make a commitment to pay the full cost of tuition. A need-based financial aid program has been established to address the unique circumstances of each family.

Families who seek need-based financial aid are required to complete a Student Aid Form supplied to OCS families by the Private School Aid Service (PSAS). PSAS, an Ohio-based company with over 30 years of experience, provides the expertise to objectively and equitably administer an aid program. The Student Aid Form along with all supporting documentation (copies of tax forms, W-2 statements, and attached schedules) are mailed by OCS families directly to PSAS with the required application fee. Based on an analysis of the information provided, PSAS will determine a need-based award amount. A letter detailing the aid award and net tuition charge will be mailed from the OCS Business Office. All financial information will be kept in the strictest of confidence. Please note, none of the specific financial information listed on Student Aid Form will ever be seen by representatives of OCS.

1. OCS believes that the primary responsibility of financing a child's education rests with the family and trusts that families will make this education a priority in the budgeting of their financial resources.
2. OCS will not discriminate in the awarding of need-based financial aid because of race, color, religion, national origin, sex or age in violation of existing state or federal regulations.
3. OCS will publish the Tuition Assistance Policy and make it available to families via print, the web and other avenues.
4. OCS will communicate with families annually information about tuition cost and procedures to be followed when applying for financial aid.
5. OCS will award available financial aid as determined by PSAS to families demonstrating financial need.
6. OCS does not give awards based on merit (academic awards, athletic awards, community service awards, etc.).
7. Tuition assistance will be awarded via PSAS from the following sources: Parish-sponsored subsidy, OCS Endowment, OCHS Endowment, and OCHS Tuition Assistance Fund.
8. OCS expects that every family pay something toward tuition. The actual amount will be set annually by the OCS Education Council.
9. The financial need calculation will be based on the tuition charge (Base Tuition) minus any tuition discount approved by the OCS Education Council (i.e. new family discount/grant).
10. The OCS Business Office is committed to safeguarding the confidentiality of all financial information provided to PSAS. PSAS will not share with the OCS Business Office, unless authorized within the PSAS Appeals Process, any financial information

specific to any family. In addition, a family's private information will not be shared with any other outside agency, including banking, finance, and loan institutions. It is expected that recipients of financial aid will refrain from publicly discussing financial aid grants.

11. OCS will comply with all reporting regulations for student-athletes receiving financial aid as stipulated by the KHSAA in Bylaw 7, Sec 3. The following is stated:
 - A. All member schools shall annually report to the KHSAA, in the prescribed format, detailed financial aid information. Such reporting shall include:
 - B. Tuition schedule and/or other fees applicable to the student body at the member school: and
 - C. A detailed listing of the amount of financial aid that the student-athlete is eligible to receive as per the report of the approved independent agency and the amount of financial aid awarded to the student along with the sports in which the individual participates.
12. The OCS full-time employee discount shall be based on the tuition amount generated after any financial aid has been awarded (Actual Tuition).
13. The financial aid award will meet as much need, as calculated by PSAS, as possible. Although awards are controlled by available funds, historically, OCS has met 100% of a family's calculated need minus the minimum payment requirement as set by the OCS Education Council.
14. The following time-line will be in place to insure that families understand their out-of-pocket cost prior to being asked to pre-register for the next academic year:
 - A. The tuition scale for the next academic year will be established and approved by the OCS Education Council by December 31st.
 - B. Tuition rates and the Student Aid Form from PSAS will be mailed no later than January 15th.
 - C. Those who file the Student Aid Form and all necessary documentation (copies of tax forms, W-2 statements, and attached schedules) prior to February 15th should be notified of their award amount by March 15th (just prior to Pre-Registration). The majority of the financial aid dollars available will be awarded to those who have completed the PSAS process by February 15th.
 - D. A portion of the aid pool will be reserved to assist those who file after February 15th. Forms mailed by April 15th should have a response prior to May 15th. Forms filed later in the summer should have an answer before the start of school.
15. Families who believe their financial aid award is insufficient or who experience a change in their family condition during the year may appeal the award decision to PSAS. The Financial Aid Decision Appeal Form (obtained in the OCS Business Office) must be completed and forwarded to PSAS along with any/all supporting documentation. The appeal must fully address the facts or situation necessitating reconsideration.
 - A. PSAS will reanalyze the family's situation. Each family will be informed by the OCS Business Office via letter as to the outcome of the appeal and its impact on the potential for additional tuition assistance.
 - B. The amount of aid awarded will depend on the total aid pool available at the time of the re-award.
 - C. If through the appeals process it is determined that a family has full need and little or no ability to pay, an aid award amount could be granted that would cover the total cost of attendance (including the \$300 payment requirement, a book allowance and necessary fees).

- D. As a part of the appeal, PSAS may be authorized to discuss a family's specific circumstances with the OCS Business Office.
16. In the event that a family cannot pay the required application fee due to financial hardship, fee vouchers are available in the OCS Business Office.
 17. Many parishes have funds available to be used to help families in need. Families who have additional need are encouraged to contact their pastor concerning the availability of these funds.
 - A. Owensboro parishes have a long tradition of generosity to its families in times of need. While parish families may continue to request financial assistance from parishes, OCS tuition assistance must be channeled through PSAS, either as initial assistance or as additional assistance as the result of a successful appeal.
 18. Families who have questions or concerns with the tuition assistance policy outlined above are encouraged to contact the Director of OCS at (270) 686.8896.