

Please return this application and your proof of income to:

Name of School: _____

How To Apply For A CEF Tuition Award

1. Complete the attached application

2. Read and sign the policy and declaration.

3. Submit your application along with your proof of income to your Catholic school.

The following proof of income is accepted by CEF:

- a. Page 1 of 2014 Federal Income Tax Returns (1040, 1040A or 1040EZ) – *Unobstructed View of Page 1*
 - i. Filed Separately
 1. If Applicant and Co-Applicant file separately, both tax returns are required for the same tax year.
 - ii. Dependents
 1. If student is not a dependent on Guardian's taxes, please provide taxes on which student is a dependent.
 2. Please provide the supplemental sheet for dependents if names are not on Page 1 of Form 1040.
 - iii. Tax Schedules
 1. Copies of all supporting tax schedules if you have income from any of the following:
 - a. Business (*Form 1040, Line 12 – Submit Schedule C or C-EZ: Page 1, 2 & Other Expense Page*)
 - b. Capital Gains (*Form 1040, Line 13 – Submit Schedule D*)
 - c. Rental Property, Partnership, Trust (*Form 1040, Line 17 – Submit Schedule E: Page 1 & 2*)
 - d. S-Corporation (*Form 1040, Line 17 – Submit Schedule E: Page 2, Form 1120S*)
 - e. Farm Income (*Form 1040, Line 18 – Submit Schedule F: Page 1*)
- b. Cash Income
 - i. CEF Notarized Statement of Income (*Requires a CEF Notarized Statement of Income signed and sealed by a Licensed Notary Public.*)
- c. Copies of all supporting documentation for household Non-Taxable Income:
 - i. *Social Security Income, CalWORKS: Welfare/TANF, Child Support, CalFresh: Food Stamps, Workers Compensation, Disability, Alimony, Section 8: Public Housing*
- d. All official documentation to prove income and dependents on "INCOME SOURCES" page of the application.

4. Your deadline to submit your application to your school is: _____.

Your application must be submitted to your school within the above deadline. The school is under no obligation to accept your application if submitted after this deadline, and/or if your income exceeds the CEF Income Guidelines and/or you have not submitted adequate proof of income.

5. CEF will notify you in writing on the status of your application.

- CEF recommends that the parent/guardian make a copy of the application and all documentation submitted for their own records, as CEF cannot and will not copy or return any documents or applications to the school or parent/guardian once they have been submitted to CEF.
- All applications submitted to CEF are treated as confidential. CEF will destroy all proof of income in a confidential manner once income has been verified and a decision has been rendered on the application.