



# Covenant Tuition Services

Covenanting to Serve Christian Schools as unto the Lord  
www.cts-tuition.com

Contact us:  
CTS  
PO Box 111  
Fulton, IL 61252  
Mary: 815-441-7432  
Fax: 815-401-4001  
info@cts-tuition.com

## Covenant Tuition Services' Statement of Confidentiality regarding Tuition Assistance Application information for the 2022-2023 Academic Year

All financial information submitted to Covenant Tuition Service (CTS) is for the purpose of evaluating the ability of an individual family to pay tuition and their need for tuition assistance. This information will be kept secure and confidential with CTS. It will not be available to anyone outside of authorized staff at CTS and the Manistee Catholic Central School's staff that have an agreement with CTS to conduct third party tuition assessment for determining tuition assistance amounts. To process your application for Tuition Assistance at Manistee Catholic Central School, each family must submit copies of their 2021 Federal tax return, all W-2s from their employers, and any of self employment schedules. If a family has not filed a tax return for 2021, please call Mary at 815-441-7432 to discuss what must be sent in place of the federal form 1040. Applications without a tax return, or without having contacted Mary, will not be completed nor submitted to Manistee Catholic Central School for tuition assistance determination.

### **\*Changes to Payment by Credit/Debit Card\***

If you would like to pay by card instead of by Check, CTS will be able to send you an invoice from PayPal where you can make your payment online without needing to give out your card number to CTS.

To receive a PayPal invoice, please fill out the next lines:

Name of Parent on Application: \_\_\_\_\_

Names of Child/Children applying to Manistee Catholic Central: \_\_\_\_\_

Email to send invoice: \_\_\_\_\_

By signing below, I agree to pay the **\$27.00** invoice from CTS to pay for processing this application. I also understand that unpaid invoices will hold up the processing of this application.

Signature: \_\_\_\_\_



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Tuition Assistance for the  
2022-2023 Academic School Year

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## Manistee Catholic Central School

254 6th Street, Manistee, MI 49660 | 231.723.2619 | dond@divinemercurmanistee.org

Due Date: August 15, 2022

Parent/Guardian Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Names & Grades of children applying: \_\_\_\_\_

Number of persons in household: \_\_\_\_\_

Number of parents in household: \_\_\_\_\_

### Household Income

1. 2021 Father's W-2 income: \_\_\_\_\_

(W-2 box 3; Do not include self-employment)

2. 2021 Mother's W-2 income: \_\_\_\_\_

(W-2 box 3; Do not include self-employment)

3. 2021 Social Security Benefits: \_\_\_\_\_

(Include total for all household recipients)

4. 2021 Child Support Received: \_\_\_\_\_

(Include total for all household recipients)

5. 2021 Military/Clergy Housing Allowance: \_\_\_\_\_

6. 2021 Non-taxable income: \_\_\_\_\_

(W-2 box 12; ADC; General Assistance; Food Stamps; others)

### Household Assets

12. Household Adults' Cash on Hand: \_\_\_\_\_

(Total in all: Cash, Checking, and savings)

13. Value of Home \_\_\_\_\_

14. Value owed on Home: \_\_\_\_\_

15. Value of stocks, bonds, investments: \_\_\_\_\_

(Exclude retirement and pension accounts)

16. Value of other assets owned: \_\_\_\_\_

Circle type: real estate business farm

17. Amount owed on assets in #16: \_\_\_\_\_

18. Automobiles – year, make, and model: \_\_\_\_\_

### Household Deductions

7. 2021 Medical/Dental expenses: \_\_\_\_\_

(Expenses not covered by insurance and premiums paid outside of an employer's plan. You must provide a Schedule A or an itemized list of expense.)

8. 2021 Child Support Paid: \_\_\_\_\_

(Total paid for children not in household)

9. 2021 K-12 Tuition Paid: \_\_\_\_\_

(Total after all amounts paid on your behalf by others, grants, and gifts are subtracted. Don't include college tuition here, See question 22)

10. 2021 Church contributions: \_\_\_\_\_

(Include Schedule A or letter from the church)

11. 2021 Childcare expenses: \_\_\_\_\_

(Include Form 2441 or bill from provider)

### Other Information

19. Additional sheets can be used to explain special circumstances if necessary for processing, such as medical hardships, changes in employment that will cause increase or decrease in income, etc.

20. List weekly unemployment amount for all unemployed household parents: \_\_\_\_\_

21. How much can you pay for your children's education at this school? \_\_\_\_\_

*Do not enter \$0 or leave blank.* Please enter a reasonable estimate. Be sure to indicate if you are listing a payment plan, i.e. monthly, quarterly, etc.

22. 2021 Household college tuition paid: \_\_\_\_\_

(Include Form 8863 or bill from college showing amount paid)

Complete form and send with the following **required** items:

1. Payment for processing (choose only one option)
  - a. Check/Money Order for \$25. **Do not mail cash**
  - b. PayPal invoice \$27.
2. Copy of **2021 Federal Tax Return**
3. Copy of **2021 W-2(s)** and self-employment schedules: C, E, or F
4. All other supporting documents listed for questions #3 to #22

Applications can be sent one of three ways:

Mail: Covenant Tuition Services  
PO Box 111  
Fulton, IL 61252

Email: info@cts-tuition.com

Fax: 815-401-4001