



## 2024/2025 School Year HTPS Tuition Assistance Program (TAP) Policy

The Tuition Assistance Program (TAP) aims to provide financial aid to students and families based on the income of the student's family. This TAP policy is intended to be easy and not complicated. We are a Christian school and a non-profit organization, and the teachings of Jesus Christ guide us. TAP is intended for families who are truly in dire need of financial assistance, preventing them from making tuition payments for their child's education at Holy Trinity Private School. Our intent at HTPS is to help the needy when needed.

If you're experiencing a temporary hardship, you might not qualify based on your regular financial earnings (please refer to the poverty guideline on the next page). If that is the case, please contact us to explore potential hardship assistance which may be provided on a conditional case-by-case basis.

The Tuition Assistance Program is designed for families and students currently enrolled at Holy Trinity Private School or registering for the next school year. TAP is a deadline-based and need-based program for HTPS students. Students enrolled in grades K-12 may apply for tuition assistance. Flat tuition aid amounts are awarded to students based on financial needs concerning the pool of applicants. Tuition aid is awarded for one year at a time. Families must re-apply annually, even if they have received tuition assistance in the prior school year.

The Tuition Assistance Program is funded by generous donors and fundraising from various events yearly. Some years may have more funds than other years. There is no guarantee that total tuition aid will be available; in most cases, applicants will still be responsible for a portion of the tuition.

Parents and guardians are responsible for registration fees, materials/school supply fees, and other similar types of fees. The award amount covers only the school tuition.

Generally, eligibility for tuition assistance is based on household size and yearly income as reported on the last year of filed taxes. To determine eligibility for the Tuition Assistance Program, HTPS uses a yearly income guideline calculated at 200% of the Federal Poverty Level, similar to what DHS uses to determine eligibility for SNAP benefits.

If you qualify for SNAP benefits, then you will likely be eligible for some sort of tuition assistance aid.

For reference, the 2023 Federal Poverty Guidelines at 200% are as follows:

# in Family/Household	Poverty guideline (200%)
1	\$29,160
2	\$39,440
3	\$49,720
4	\$60,000
5	\$70,280
6	\$80,560
7	\$90,840
8	\$101,120

\*For families/households with more than 8 persons, add \$10,280 for each additional person. [detailed-guidelines-2023.pdf \(hhs.gov\)](#)

Based on the number of people in your household, if your GROSS annual income is less than the amount listed on the chart above, then you may qualify for TAP.

- You will need to provide 2023 tax records to verify income. A copy of Form 1040 U.S. Individual Income Tax Return; all pages of Form 1040.
- You will need to fill out the TAP application and provide a written statement of why you need tuition assistance.
- If you have been determined as eligible for SNAP benefits, you will need to provide an approved SNAP benefits letter with the application for tuition assistance.

For the 2024/2025 school year, applications for the Tuition Assistance Program will be accepted until August 31st. You will be notified of approval or denial of the application after the School Board has a chance to meet and review it. It is the applicant's responsibility to provide all the necessary info on the application. If the application is incomplete (missing information), HTPS staff will attempt to obtain the data from the applicant. It is the applicant's responsibility to provide all the information during the open application timeframe. If the application is missing necessary info at the close of the deadline, then the application will automatically be denied.

Only in extreme cases will the Executive Board consider applications for TAP outside of the open application time frame and only if funds remain in the Tuition Assistance Program.

While awaiting the application decision, the standard monthly tuition payment is required for each student applying for tuition assistance. If the full monthly payment is a financial hardship for the family, then at least half of the monthly tuition is due, or \$285, per applicant of the tuition assistance program. If the applicant is denied tuition assistance aid, then the remaining tuition is due, if full tuition payments were not made during the open application and review period. A reasonable payment plan can be arranged with HTPS to pay the remaining tuition balance if needed.

Funds from the Tuition Assistance Program will be awarded to the approved applicants based on the needs of the family and at the discretion of the Executive Board of HTPS. Tuition assistance funds will be allotted to the approved applicant and will be dispersed and applied to awarded students' accounts, as long as the approved applicant fulfills the following requirements.

Requirements to remain eligible for TAP disbursements:

1. Students in grades 9-12 will be required to maintain a GPA of 3.0 or above.
2. Students in grades K-12 are required to maintain favorable attendance in school. No more than three unexcused absences will be allowed per month. If a student receiving tuition assistance aid is absent more than three times in a month, the tuition assistance aid may be revoked for the remainder of the school year.
3. Parents receiving tuition assistance aid are required to participate in TOP (Tuition Offset Program) for each child. If a parent receiving tuition assistance aid fails to participate in TOP, then tuition assistance aid may be revoked for the remainder of the school year.

The TAP disbursements will be made approximately quarterly after each TOP pot credit has already been applied.

HTPS Executive Board will make all determinations on the TAP applications.