

*SAINT CLEMENT MARY HOFBAUER SCHOOL  
1216 Chesaco Avenue Baltimore, MD 21237*

January 2010

Dear Parents,

This letter is to inform you of the 2010-2011 St. Clement School Board Tuition Award Program. The funds will be awarded to those families with the greatest need for tuition assistance, to enable their children to attend St. Clement School.

The application procedure requires the return of the attached application, together with a processing fee of \$10.00 (make checks payable to **St. Clement School**). Also, please attach a copy of your 2009 Federal Tax Return. The applications will be analyzed and the Tuition Assistance Committee will review the results. The Committee will make recommendations based upon the comparative need of all applicants. The determination of need for assistance will be based upon income, number of dependents, and other financial factors. The grant or denial of an award in any previous year will not affect eligibility for assistance in subsequent year.

The number and amount of tuition assistance awards will be determined at the beginning of May 2010. We anticipate notification of tuition assistance awards amounts during mid-May to early – June. The following qualifications **MUST** be met in order to be considered for assistance.

- *your children must be registered (or eligible for registration) for the 2010-2011 school year.*
- *you must complete and return the application form, your 2009 Federal Tax Return together with your check for \$10.00 payable to **St. Clement School**, to Tuition Grant Program, St. Clement Parish Office, 1212 Chesaco Avenue, Baltimore, MD 21237 by April 16, 2010.*

**Late applications will not be considered.**

- *you must be current in tuition payments for the 2009-2010 school year.*
- *You must make the tuition payments for the 2010-2011 school year as they come due, prior and subsequent to the notifications of awards. If you are granted tuition assistance, your tuition payments will be adjusted.*

We encourage all those who truly require assistance to apply. We strive to provide assistance to the maximum number of families with demonstrated need, while respecting the confidentiality of all applicants. If you have any questions about the application process, you must e-mail me at [jbuckler@comcast.net](mailto:jbuckler@comcast.net). Committee members will respond to all inquiries on a twice-weekly basis.

Sincerely,

James Buckler  
St. Clement Mary Hofbauer School Board  
Tuition Assistance Committee