

## How to Apply for Tuition Assistance from CEF

### ***ON-SITE PROCESSING***

1. Verify that you and your household meet CEF's income guidelines for financial eligibility (refer to FINANCIAL ELIGIBILITY form).
2. Complete all three pages of the APPLICATION FOR TUITION ASSISTANCE PROGRAM (TAP) form.
3. Bring your completed application form and all proper proof of income documents to your scheduled appointment.

Acceptable proof of income documents include your 2022 Federal Income Tax Return (1040) or a NOTARIZED STATEMENT OF INCOME document. See *CEF Guidelines for Acceptable Proof of Income Documentation* on Page 3 of the application for more details and requirements. All applications and proof of income documents submitted to CEF will be archived and/or disposed of as appropriate to ensure confidentiality.

Below is a walk-through of how parents can setup their appointments with CEF via our Online System.

1. Log on to [www.cefdn.org](http://www.cefdn.org)
2. At the CEF Home page, on the top menu bar hover over the CONTACT US link and a drop-down menu will appear, SELECT "TAP Appointments"
3. SELECT "CLICK HERE" on the "TAP Appointments" webpage (Make sure to turn off any "Pop-up Blockers")
4. SELECT "Next" on the Welcome Screen
5. Choose a Location where your students will be attending (**ELEMENTARY SCHOOL**) and SELECT "Next"
6. Choose a Time to meet with CEF Representatives and SELECT "Next"
7. Enter in you information to reserve your appointment (Make sure to enter your Cell and Email in order to get text and email reminders) and SELECT "Save"
8. Please print or save the confirmation page for your records. Please note the Host Site where you will be meeting with CEF Representatives.

### **Your Catholic school is:**

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Cycle III Applicants:  
You will receive written notification from CEF by July 2024  
about the status of your application.