

## Employee Verification Form

Bishop Chatard High School offers a discount equal to 25% of the single Archdiocesan tuition rate to any full time teacher who is employed in an archdiocesan grade school. This discount applies to tuition charges only and eligibility must be verified annually.

### Part A – To be completed by the employee

Please complete all of the information below and submit this form to the principal or his/her designated representative at the school in which you are employed to verify your status as a full-time teacher in an archdiocesan grade school. Forms should be submitted to the school so that they may be verified and returned to the Bishop Chatard tuition office by June 1, 2011.

Teacher's full name	
Address	City/Zip
Name of grade school in which you teach	

Please list the names of your children who will be attending Bishop Chatard for the 2011 – 2012 school year and include the grade they will be in as of August 2011. Please include their last name if it is different from your own.

[1]	Grade
[2]	Grade
[3]	Grade

I understand that this form must be verified by the principal or his/her delegate of the archdiocesan grade school in which I am a full time teacher in order for me to be eligible for this discount. I further understand that this discount is equal to 25% of the single Archdiocesan tuition rate, applies to the tuition charge only, and that eligibility must be verified annually. I understand that this discount will not be applied to my tuition account until this form has been received by the Bishop Chatard tuition office. I am responsible to notify Bishop Chatard of any change in my status that could affect my eligibility for this discount.

Signature \_\_\_\_\_  
 Date \_\_\_\_\_

### Part B – To be completed by the principal or his/her delegate of the school at which you teach

The parent/guardian of the student(s) listed above has claimed he/she will be a full time teacher in your school for the 2011 – 2012 school year, and therefore is eligible for an employee discount of the tuition cost at Bishop Chatard for his/her student(s). Please complete the section below and return to the BCHS tuition office by June 1, 2011.

Please check one:

The above parent/guardian **will** be a full time teacher for the 2011 – 2012 school year at the above named school and is therefore eligible for the employee discount on his/her student's tuition.

The above parent/guardian **will not** be a full time teacher for the 2011 – 2012 school year at the above named school and is not eligible for the employee discount on his/her student's tuition.

Name of person completing verification (please print): \_\_\_\_\_

Job position within the school: \_\_\_\_\_

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

Date: \_\_\_\_\_

If you have questions, please contact the BCHS tuition office at 251-1451 Ext. 2238.