

Employee Verification Form

Bishop Chatard High School offers a discount equal to 25% of the single Archdiocesan tuition rate to any full time employee who is employed in an archdiocesan parish. 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/office manager or their designated representative at the school/parish in which you are employed to verify your status as a full-time employee in an archdiocesan parish. Forms should be submitted to the school so that they may be verified and returned to the Bishop Chatard tuition office by **June 1, 2017**.

Employee's full name	/email
Address	City/Zip
Position at the school or parish	

Please list the names of your children who will be attending Bishop Chatard for the 2017 – 2018 school year and include the grade they will be in as of August 2017. 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/business manager or their delegate of the archdiocesan parish in which I am a full time employee 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/parish business manager or their delegate of the parish at which you are employed

The parent/guardian of the student(s) listed above has claimed he/she will be a full time employee in your parish for the 2017 – 2018 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 **email** or fax it to the BCHS tuition office by June 1, 2017.

Please check one:

____ The above parent/guardian **will** be a full time employee for the 2017 – 2018 school year at the above named parish and is therefore eligible for the employee discount on his/her student's tuition.

____ The above parent/guardian **will not** be a full time employee for the 2017 – 2018 school year at the above named parish 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 parish: _____ Parish _____

Signature: _____

Date: _____

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