

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 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 9, 2023**.

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 **2023 – 2024** school year and include the grade they will be in as of August **2023**. 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 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 **2023 – 2024** 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 it to the BCHS tuition office by June 9, 2023

Please check one:

The above parent/guardian **will** be a full-time employee for the **2023 – 2024** 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 **2023 – 2024** 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 Emily Brown at the BCHS tuition office at 317-251-1451 Ext. 2238.

ebrown@bishopchatard.org