



School Tuition Discount Application and Employer Verification Form

Applicant Information

Employee Name: _____ Phone: _____
Address: _____
School Year: 2024/25 School Name: Holy Family High School
Student(s) names: _____

Archdiocese of Denver Employment Information

Archdiocese of Denver Entity (Employer): _____
City: _____
Date of employment: _____
Full- Time Employee (Y/N): _____
School Employee (nontaxable)
Non-School Employee (taxable)

Applicant/Parent qualifies for a tuition discount based on the following criteria:
- Parent is a full-time employee of an Archdiocese of Denver School, Parish or other Entity

By signing below you certify that the above-named employee is eligible for the Catholic School Tuition Discount.

Employer's Business Manager Name: _____ Email: _____
Business Manager Signature: _____ Date: _____
Principal Signature (if school): _____ Date: _____
Pastor/Supervisor Signature (non-School): _____ Date: _____

** Employee/Applicant acknowledges and understands that this information will be shared with the Employee/Applicant's employer **

If School Employee - Stop Here

Non School Employee to be completed by Employer's Business Manager

2024/25 Catholic Tuition Rate : \$ 17,500.00
50% Tuition Discount Per Student \$ 8,750.00

Payroll Frequency Monthly Semimonthly Biweekly Weekly

No. of pay periods for the current school year (mid-August through June 30th) _____

CALCULATE : 50% Tuition Discount ÷ No. of pay periods x # of Students = Per Pay Period Amount _____

Non School Employee Acknowledgment

**By signing below, employee agrees to allow employer to withhold additional payroll taxes on the taxable tuition benefit for the duration of the current school year. SEE REVERSE SIDE FOR IMPORTANT INFORMATION.

Employee/Applicant Signature: _____ Date: _____
Employer's Business Manager Signature: _____ Date: _____

Retain a copy for the Employee file



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Eligibility and Guidelines:

- The Employee Tuition Discount Program (Program) is offered parents or legal guardians who are full-time employees per the policy of the school's parish, which includes verification of current full-time employment with an affiliated Archdiocesan organization.
- If accepted by the employee, the Employee Discount Program is an employee benefit that renders the employee's child(ren) ineligible to receive or participate in the following programs: The Variable Tuition Discount Program with Seeds of Hope, financial aid, Holy Family High School Scholarships, or the ACE and Schmitz Family Foundation Scholarships.
- If the employee is verified by their employer as a **School Employee**, the tuition discount is a **nontaxable** fringe benefit and will not be reported as taxable compensation by their employer.
- If the employee is verified by their employer as a **Non-School Employee**, the tuition discount benefit is a **taxable** fringe benefit and will be reported as taxable compensation by their employer. Payroll taxes related to the taxable fringe benefit will be deducted from the employee's paychecks during the school year, generally mid-August through June 30th.
- The tuition discount program will terminate if the employee terminates before the end of a school year. Any untaxed tuition benefit received will be taxed on the final paycheck.

Parent Employee Applicant Procedures:

1. Please complete Applicant Information section of this form and sign at the bottom.
2. The parent's Employer (Business Manager) will complete the Employer Verification section of this form and sign as Employer.
3. Provide the copy to your child's school for verification and approval.
4. If you have questions, please address them to your Employer's business office or the applicable School office. See also the parish's employee tuition discount plan summary for additional information.
5. Completed Applications are **May 1, 2024**. The school may not be able to honor discounts for late applications.

Employer Procedures:

1. Please verify the employee as School (non-taxable) or Non-school (taxable).
2. If Non-school, complete the payroll calculation.
3. Sign the form as Employer, give the employee a copy and retain a copy in the employee's file.
4. Email the form to the School's business office.
5. File the authorized/signed form returned by the School (see School Procedure Step 3)
6. Give a copy to the employee.
7. Refer to the Employee Tuition Discount Plan Parish Management Bulletin (August 2018) for completing the payroll setup.

School Procedures:

1. Review form for eligibility, completeness and accuracy.
2. Principal and Pastor or their authorized designee signs the form.
3. Return a copy of the signed form to the applicant's Employer.
4. Provide a copy to the School Office and School Business Manager's Office.

Tax Disclosure – This benefit will be reported to your employer who will determine whether the Tuition Discount is taxable to you. If taxable, your employer may withhold additional taxes from your paycheck. No portion of this information is intended as tax advice for any individual or employee. Individuals and employees should consult their own tax advisor.