

## **UPDATE TO THE TUITION AND COURSE REIMBURSEMENT POLICY**

A parent cleared by the Coordinator of Religious Education to serve as the Catechist for a class will be reimbursed in the amount of \$200 for CYFF tuition at the end of the 2018/2019 academic year, regardless of the number of children he or she has in the program. If both parents serve as catechists the entire tuition for one child will be reimbursed.

In order to receive a reimbursement the following conditions must have been met by each catechist:

- no more than two absences for any reason between the beginning of the academic year in September and its completion in May;
- completion of one credit of a Catechist Certification Course; these courses are provided on line by the Office of Catechetical Formation of the Archdiocese of Philadelphia;
- one credit must be earned each academic year;
- in lieu of taking an online course, the Catechist may attend the annual Catechetical Convocation of the Archdiocese.

A catechist who serves only part of the academic year is not entitled to any reimbursement of tuition. Those who serve as aides or as substitutes are greatly appreciated but are not entitled to reimbursement of tuition.

We encourage all of our catechists, aides and even parents who are not volunteers to continue their own religious education so that they may best help their children to learn the faith. For this reason, they may be reimbursed for the cost of the course by providing the receipt and certificate of completion to the parish office. Please mail or drop this documentation off in an envelope, to the attention of Mrs. Donna Brumbaugh, at the Parish Office at 300 State Road, West Grove, PA 19390.

For purposes of tuition reimbursement, the certificate or confirmation of attendance at the Convocation must be turned in to the Parish Office by April 1, 2019 in order to receive credit for the 2018/2019 academic year. Signature \_\_\_\_\_