



**SOUTHEAST REGION**

*"That in all things He might have preeminence" Colossians 1:18*

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ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL

**Children's Tuition Fund  
Family Application Procedures  
K-12 EITCP Scholarship Funds**

Dear Administrator,

The Association of Christian Schools International (ACSI) is pleased to offer this scholarship program to aid in helping to remove financial barriers that face many families in accessing Christian schooling. The ACSI Children's Tuition Fund (CTF) is largely funded by contributions businesses and individuals make through tax credits offered by the Education Improvement Tax Credit (EITC) program of Virginia.

The ACSI CTF provides economic assistance in the form of scholarships to allow children of qualifying families to attend ACSI member schools. The Education Improvement Scholarships Tax Credit Program limits assistance to those families whose annual household income is not in excess of 300 percent of the current poverty guidelines or to eligible students with a disability.

Families who apply must have received the ACSI CTF General Fund scholarship last year, **or** must be new seats to the program. **New seats are those children who are enrolled in public education or are just beginning kindergarten.**

Schools are responsible for qualifying families for scholarships from the EITCP using ACSI CTF guidelines. After ascertaining a family's eligibility, the school will submit a School Commitment Form listing eligible students by **June 1**.

On the following page you will find steps your school will want to take to determine eligible applicants for the ACSI CTF EITCP scholarships.

If you should have any questions or concerns regarding this program, please feel free to contact Mame McMillan, Executive Assistant, Children's Tuition Fund, ACSI Southeast Region, at 770 985-5840 x #440 or email her at [mame\\_mcmillan@acsi.org](mailto:mame_mcmillan@acsi.org).

May the Lord bless your efforts in assisting families with this school choice option.

Trusting in God's faithfulness!

William R. Wilson  
ACSI CTF Program Administrator

## **School Steps for EITCP Scholarship Family Applications**

- Step 1:** Qualify families – renewal or new – using your own financial assistance process or using an application similar to the sample attached. Qualification of families should be completed by **May 15**.
- Step 2:** Complete a *Checklist for Family Applications* for each applicant to ascertain that the family meets residency and income guidelines.
- Step 3:** Complete and submit via email a *School Commitment Form* listing your qualified students by **June 1**. (Available at the ACSI CTF website.)
- Step 4:** The first week of July, your school will receive a report from ACSI showing the total amount of scholarships to be awarded to your students.
- Step 5:** Your school will notify the recipient of the amount awarded to them from the ACSI Children's Tuition Fund.
- Step 6:** Your school will receive scholarship monies in four equal installments, as the school verifies continued attendance.