

## How to Apply for Tuition Assistance from CEF

### ***ON-SITE PROCESSING***

1. Verify that you and your household meet CEF's income guidelines for financial eligibility (refer to FINANCIAL ELIGIBILITY form).
2. Complete all three pages of the APPLICATION FOR TUITION ASSISTANCE PROGRAM (TAP) form.
3. Bring your completed application form and all proper proof of income documents to your scheduled appointment.

Acceptable proof of income documents include your 2024 Federal Income Tax Return (1040) or a NOTARIZED STATEMENT OF INCOME document. See *CEF Guidelines for Acceptable Proof of Income Documentation* on Page 3 of the application for more details and requirements. All applications and proof of income documents submitted to CEF will be archived and/or disposed of as appropriate to ensure confidentiality.

Below is a walk-through of how parents can setup their appointments with CEF via our Online System.

1. Follow this link to our appointment booking website: <https://bookcef1.timetap.com/>
2. Read then Click "Next" on the Welcome Screen
3. Choose the name of the Elementary School where your student(s) will be attending (address shown is the appointment location) and Click "Next"
4. Choose a Time to meet with CEF Representatives and Click "Next"
5. Enter in your information to reserve your appointment (Make sure to enter your Cell Phone and Email in order to get text and email reminders) and Click "Save"
6. Please print or save the confirmation page for your records. Host Site address is where you will be meeting with CEF Representatives.

### **Your Catholic school is:**

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Cycle III Applicants:  
You will receive an email notification from CEF by July 2026  
about the status of your application.