

## How to Apply for Tuition Assistance from CEF

### *ZOOM APPLICATION PROCESSING*

1. Verify that you and your household meet CEF's income guidelines for financial eligibility (refer to FINANCIAL ELIGIBILITY form).
2. Complete pages 1 & 2 of the APPLICATION FOR TUITION ASSISTANCE PROGRAM (TAP) form via the PDF Fillable Form.
3. Save your completed application form (Ready to Email) and all bring proper proof of income documents to your scheduled Zoom appointment.

Acceptable proof of income documents include your 2019 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 new Online System.

1. Log on to [www.cefdn.org](http://www.cefdn.org)
2. At the CEF Home page, on the top menu bar hover over the CONTACT US link and a drop-down menu will appear, SELECT "TAP Appointments"
3. SELECT "CLICK HERE" on the "TAP Appointments" webpage (Make sure to turn off any "Pop-up Blockers")
4. SELECT "Next" on the Welcome Screen
5. Choose a Location (School) where your student will be attending (**ELEMENTARY SCHOOL**) and SELECT "Next"
6. Choose a Time to meet with CEF Representatives and SELECT "Next"
7. Enter in your information to reserve your appointment (Make sure to enter your Cell and Email in order to get text and email reminders) and SELECT "Save"
8. You will receive an email confirmation that that will contain the Zoom Meeting ID & Zoom Password needed to enter the Zoom Application Processing Meeting.
9. Please fill out the Digital Application before your Appointment, DO NOT fill out a paper application if you will be submitting through Zoom. Once you join the Zoom Meeting the CEF representative will provide you with an email address where you will email your completed application.

**Your Catholic school is:**

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Cycle III Applicants:  
You will receive written notification from CEF by July 2021  
about the status of your application.