ARETE SCHOLARS

Louisiana School Participation Agreement

Arete Scholars is pleased to offer low-to-moderate income Louisiana students an opportunity to access an education that will best fit their individual needs and provide parents a choice in educating their children. Working with quality schools is a vital part of the process. We look forward to partnering with your school to provide a quality education to our students.

Please complete, sign, and return all pages to Arete Scholars. Attach your school's current tuition and fee schedule with your completed application.

School Name _____ Head Administrator _____ Date _____

Street (Mailing Address) _____ City _____ State LA Zip Code _____

Parish of Operation _____ Diocese of Operation/School Affiliation _____

Scholarship Administrator/Primary Contact (If other than Head Administrator) _____ Phone _____

School Website _____ Site Code _____ Grade Served _____

Current Enrollment _____ Maximum Enrollment _____ BESE Approved School (yes or no) _____

By signing this agreement, I certify that all the information is correct to the best of my knowledge. I have read, understand and will comply with the policies and procedures for administering the Arete Scholars Fund program for students enrolled in my school with an Arete scholarship (see attachment). I also agree to follow the rules and policies set forth in R.S.47:6301 and Bulletin134, as amended. I understand that failure to abide by the Tuition Donation Credit (TDC) program policies and procedures may result in loss of payment or loss of eligibility as a participating school in the Arete Scholars Fund program.

Head Administrator (Print) _____ Head Administrator (Signature) _____ Head Administrator (Email) _____

Scholarship Administrator (Print) _____ Scholarship Administrator (signature) _____ Scholarship Administrator (Email) _____

**This document must be signed by the school's head administrator AND by the school representative responsible for handling the administrative requirements for enrolled students receiving an Arete Scholarship (if other than the school's head administrator).*

ARETE SCHOLARS

Arete Scholars Participating Schools Policies and Procedures

- Participating schools will allow Arete to list their school on our website (www.aretescholars.org) as an official Arete Scholars participating school.
- Participating Schools agree to follow the rules and procedures put forth in R.S.47:6301 and Bulletin134, as amended.
- Participating schools will not combine an Arete scholarship with another LDE scholarship program.
- Arete mails quarterly payments to the participating school on the student's behalf. Prior to each payment, schools must verify enrollment. Award checks are made payable to the parents and they must restrictively endorse the check over to the school.
- By law, Arete pays the school only for the days that the student is enrolled. If the student leaves for any reason, the scholarship follows the student. Arete requires that the school provide notice within five (5) business days of a student's withdrawal.
- Participating Schools agree to provide Arete the following information regarding participating students at least annually, as applicable. All submitted documentation will remain confidential and is for research purposes only. Any information obtained will be used for aggregate reporting purposes.
  **Course/ End year grades* **Standardized test scores *Official Transcripts *Behavior& Attendance Records*

Louisiana Law Requirements for TDC Participating Schools

Schools are solely responsible for reading, understanding and following the rules and procedures set forth in R.S.47:6301 and Bulletin134, as amended. Please visit www.louisianabelieves.com for the law in its entirety. Schools participating in the Tuition Rebate Program are required by Louisiana Law to meet the following requirements:

- Qualified Schools must conduct criminal background checks on employees in compliance with La. R.S.17:15
- Qualified Schools must annually administer the state math and English/Language Arts (ELA) and any relevant End of Course tests to students who receive funding through the TDC program.
- Qualified Schools shall annually provide Arete with their current tuition and fees document. The tuition and fees reported for TDC students may not be higher than these published fees.
- Qualified Schools must abide by the Enrollment of Scholarship Receipts guidelines as set forth in Bulletin 134, Chapter 11.
- Qualified Schools (that have been in business less than five years) that receive more than $50,000 in scholarship donations from a school tuition organization (STO) shall demonstrate its financial viability by filing, prior to the start of a school year, a surety bond payable to the STO in an amount equal to the aggregate amount of donations expected to be received during the school year.

All completed documentation must be returned via email to:

Arete Scholars Louisiana
Attn: Mary Helen Wirwa, Assistant State Director
maryhw@aretescholars.org