The Tuition Donation Credit Program empowers low-income Louisiana families with the financial resources to choose the school that best prepares their child for college and careers. This program authorizes School Tuition Organizations, tax-exempt, not-for-profit organizations with 501(c)(3) status, to collect and use taxpayer donations to provide scholarships for students from low-income families to attend nonpublic schools. Taxpayers receive a credit at the end of the school year for the amount of their donation that funded student scholarships.

**Instructions for Submitting Notice of Intent to Participate:**

Submitting this form indicates your organization’s intent to participate in the Tuition Donation Credit Program as a School Tuition Organization (STO). Please complete and submit this form, with required documentation, to the Louisiana Department of Education. The Louisiana Department of Education will verify your organization’s eligibility to participate as a STO.

| **SECTION I – ELIGIBILITY CHECK** | |
| --- | --- |
| **Instructions: Please make sure you answer “Yes” to these questions before filling out the application.** | |
| \_\_\_\_ Yes \_\_\_\_ No | **Is my organization a tax-exempt, not-for-profit organization with IRS recognized 501(c)(3) status?** |
| \_\_\_\_ Yes \_\_\_\_ No | **Has no employee or board member been convicted or entered a plea of non contendere to a crime listed in R.S. 15:587.1?** |
| \_\_\_\_ Yes \_\_\_\_ No | **Does my organization agree to follow the Tuition Donation Credit Program’s rules and policies found in R.S. 47:6301 and BESE Bulletin 134, as amended?** |

| **SECTION II – ORGANIZATIONAL INFORMATION** | | |
| --- | --- | --- |
| **Name of Organization** | | **Federal Tax ID** |
| **Name of Principal Officer** | **Phone** | **E-mail** |
| **Name of Financial Officer** | **Phone** | **E-mail** |
| **Mailing Address of Organization** | | |
| **City** | **State** | **Zip Code** |
| **Organization’s Website** | | |
|  | | |

| **SECTION III – REQUIRED DOCUMENTATION** |
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| **Please include copies of the following required documentation:**   * IRS determination letter indicating your 501(c)(3) status * List of all person employed by your organization and/or appointed to the board, including hire dates * Copy of criminal background checks for all persons employed by your organization, including board members * Copy of your organization’s employee background check policy   + The policy should include the following:     - Requirement to perform criminal background check on all all applicants for employment, employees, and board members     - Procedure for submitting fingerprints to Louisiana Bureau of Criminal Identification prior to employment/appointment     - System for maintaining proof of record checks for the duration of a person’s employment and/or membership on the board * Board resolution authorizing the principal officer to sign and submit this notice of intent to participate form |

| **SECTION IV – SIGNATURE** | | |
| --- | --- | --- |
| **As the principal officer of the above named organization, I hereby attest that the information provided on documentation submitted with this form is true and correct. I agree, on behalf of the organization, to comply with all requirements indicated in R.S. 47:6301, as amended, and BESE Bulletin 134, as amended.** | | |
| **Principal Officer’s Printed Name:** | **Principal Officer’s Signature:** | **Date** |

| **SECTION V – SUBMIT NOTICE OF INTENT TO PARTICIPATE** | |
| --- | --- |
| Please sign and submit this notice of intent to participate form and all required documentation to the Louisiana Department of Education. All completed documents should be emailed directly to [studentscholarship@LA.gov](mailto:studentscholarships@LA.gov).  *For more information on the Tuition Donation Rebate Program, please contact the Louisiana Department of Education at either* [*studentscholarships@la.gov*](mailto:studentscholarships@la.gov) *or the toll free #: 1.877.453.2721.* | |
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