

How Do I Apply?

Applications can now be submitted for the 2024-2025 academic year. The Ohio Department of Education & Workforce is accepting new and renewed applications for EdChoice and EdChoice Expansion.



24-25 Renewal Application

[Download File](#)



24-25 New Request Application

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New Applicants

1. Once your child has been accepted and enrolled at Our Lady of Victory School, complete the Ohio Department of Education's **"24-25 New Request Application"**. As of February 1st, 2024, all applications **MUST** have a physical signature/
2. Gather the following documents:
 1. **Proof of current address** (Utility bill with service AND billing address included—we suggest a Duke Energy or Water Works bill)
 2. **Child's birth certificate.**
3. Submit these documents to Our Lady of Victory School to the school office or by email at edchoice@olv-school.org
4. Our Lady of Victory School will submit an EdChoice application for your child through the online secure application system. Our Lady of Victory School will notify applicants when the application has been submitted to the Department of Education.
5. For EdChoice Expansion applications, **AFTER** receiving notification from Our Lady of Victory School that your scholarship application has been uploaded:
 1. Complete the **income verification form** at <https://safe.ode.state.oh.us/portal>
 2. Follow instructions detailed in **"24-25 Income Verification Tutorial"**
 3. For income verification, the Ohio Department of Education will review the first page of the Federal Tax Income Form 1040; Adjusted Gross Income line 11. If unavailable, paystubs and W-2 are acceptable.
 4. When submitting your income verification form, make sure to select the 2024-2025 academic year in the income verification system. Check the Federal Poverty Guidelines to determine your household income status. A household—and by extension, its income—almost always includes spouses/parents and their

dependents. The specific estimated award amounts can be found in [spreadsheet form](#) on the Department's website and differ year-to-year. You can also go to <https://catholicbestchoice.org/catholic-education-foundation-tuition-assistance/>. A box will pop up "Calculate your Edchoice Expansion Scholarship Award"

NOTE: For students with siblings already receiving an EdChoice scholarship, families are not required to resubmit income verification. If you would like to keep your current Federal Poverty Level, no action needs to be taken. Income can be reverified once per year. **Income verification cannot be reversed once submitted and will apply to all students in the household for the upcoming year.**

[EDCHOICE TRADITIONAL RESOURCES](#)

[EDCHOICE EXPANSION RESOURCES](#)

Applicant Renewal

1. Once your child has been re-enrolled at Our Lady of Victory School, complete the Ohio Department of Education's "**24-25 Renewal Form**". As of February 1st, 2024, all applications **MUST** have a physical signature.
2. **Proof of current address** (Utility bill with service AND billing address included- we suggest a Duke Energy or Water Works bill)
3. Submit these documents to Our Lady of Victory School to the school office or by email at edchoice@olv-school.org
4. Our Lady of Victory School will submit an EdChoice renewal application for your child through the online secure application system.
5. For EdChoice Expansion applications, after receiving notification from Our Lady of Victory School that your scholarship renewal request has been uploaded, you have two options:
 1. If you would like to keep your current Federal Poverty Level from 2023-24 school year, then **no action needs to be taken**.
 2. If you choose, you can have your income verification resubmitted (change in number of household members, income change). Income can be reverified once per year. **Income verification cannot be reversed once submitted.**
 3. For income verification, the Ohio Department of Education will review the first page of the Federal Tax Income Form 1040; Adjusted Gross Income line 11. If unavailable, paystubs and W-2 are acceptable.
 4. If income verification is resubmitted, make sure to select the 2024-2025 academic year in the income verification system.

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[EDCHOICE TRADITIONAL RESOURCES](#)

[EDCHOICE EXPANSION RESOURCES](#)

Questions Asked by Parents

Where can I learn more about EdChoice?

Please visit <https://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship>.

Who will qualify for EdChoice Expansion?

The EdChoice Expansion program eligibility has been expanded. If a family's household income is at or below 450% of the Federal Poverty Level, they will be awarded the maximum scholarship amount. If a family's household income is at or above 451% of the Federal Poverty Level, the student's scholarship award will be prorated to reflect the totals outlined in the State of Ohio's Federal Poverty Guidelines.

What income is used to determine eligibility? What if parents are divorced?

Adjusted Gross Income (AGI) calculation is straightforward. It is equal to the total income you report that is subject to income tax minus specific deductions that you are eligible to take. For income verification, the Ohio Department of Education will review the first page of the Federal Tax Income Form 1040; Adjusted Gross Income line 11. If unavailable, paystubs and W-2 are acceptable. Parents who are divorced, separated, never married, or live apart in the State of Ohio, custody defaults to the birth mother. If the father chooses to apply, they must provide custody documentation.

How is income verified? Understanding the States income verification portal.

Income is verified through the [Ohio Department of Education & Workforce](#). Our Lady of Victory School cannot assist with income verification. You must verify income through an OH ID Account or paper form.

Will the tuition payments I make before I am awarded a scholarship be reimbursed?

Yes, Our Lady of Victory Parish will reimburse any payments made more than tuition value/scholarship based on your unique award. Reimbursement will be provided upon confirmation from the Ohio Department of Education & Workforce of your scholarship award. Families will still be responsible for any tuition balance outside of the EdChoice scholarship awarded. Award has no cash value.

Who receives payments?

The Ohio Department of Education & Workforce will provide funds directly to Our Lady of Victory

School. No money will transfer to the parents from The Ohio Department of Education & Workforce. Award has no cash value and can only be used on billable school tuition.

What do we do if we have multiple students across multiple institutions?

EdChoice scholarship applications need to be completed for each student and provided to the institution where the student will attend school in the fall. The Ohio Department of Education & Workforce Income Verification processes are completed once per household.

What if my child receives a Jon Peterson scholarship?

Students are not eligible to receive both the Jon Peterson and EdChoice scholarship. Please contact the school office to discuss your unique situation. Jon Peterson scholarships provide increased funding to the school for the needs of your child over EdChoice.

What if my child receives another scholarship?

Unless there are regulations stating you cannot receive EdChoice to accept your scholarship, you will be able to use this scholarship should EdChoice not completely cover tuition. Scholarships such as those provided by the Catholic Education Foundation, Our Lady of Victory "1842" Grant, and Our Lady of Victory tuition assistance can be applied to any remaining tuition balance after EdChoice is applied.

Where do I turn in my paperwork?

The required documents for application processing by Our Lady of Victory School can be delivered to the school office in the following ways:

- **Email** clear, legible copies to: edchoice@olv-school.org
- **School Office Drop-Off**

What if I am eligible for a Traditional EdChoice Scholarship?

Beginning 2024-25 school year, parents have the choice to apply for Traditional or Expansion scholarship. Expansion Scholarships are based on income, whereas Traditional scholarships are based on living in a failing school district and attending a specific designated building. Click on the link below to determine if you are eligible for an EdChoice Traditional Scholarship.

<https://reports.education.ohio.gov/report/nonpublic-data-current-ed-choice-designated-list>