



Office of School Choice

Notice of Intent

Tuition Donation Credit Program

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: If you answer “Yes” to each statement below, you may proceed with completing the application.		
Yes	No	My organization is a tax-exempt, not-for-profit organization with IRS recognized 501(c)(3) status.
Yes	No	No employee or board member in my organization has been convicted or entered a plea of non contendere to a crime listed in R.S. 15:587.1
Yes	No	My organization agrees 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		

**contents/requirements of NOI are subject to change*

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SECTION III – REQUIRED DOCUMENTATION

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 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.

For more information on the Tuition Donation Rebate Program, please contact the Louisiana Department of Education at either studentscholarships@la.gov or the toll free #: 1.877.453.2721.