



Applying for the Catholic Promise Instructions

If you have any questions about or difficulties with this process, please contact the admissions office at admissions@grcatholiccentral.org.

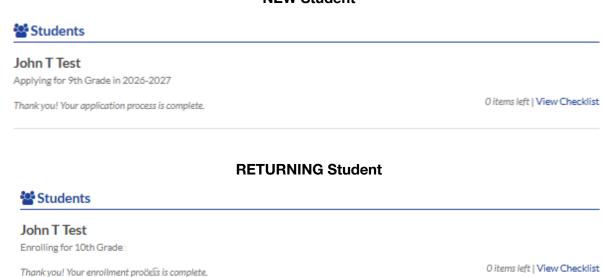
Step 1: If your student is **new** to Catholic Central, you must complete an application for admission into Catholic Central High School in order to access the application steps for the Catholic Promise. Complete an application via this link.

If you have completed an application or have a returning student, move on to Step 2.

Step 2: Log back into to your parent portal account on Finalsite: https://grcatholiccentral.fsenrollment.com/portal

Step 3: Once in Finalsite, this is an example of what you will see for your student:

NEW Student



Regardless if you have a new or returning student, please click on the "View Checklist" option and proceed to Step 4.

Step 4: Upload a valid copy of your **2024** 1040 Tax Return form to upload into the "Catholic Promise Income Verification" section.

Catholic Promise Income Verification

\$\to\$Upload | \to\$Upload | \to\$100MB size | limit |

Step 5: If your household has multiple income sources and taxes are filed separately, then you must upload multiple 1040 forms to Finalsite. Once you have uploaded your first 1040 to Finalsite, the "Catholic Promise Income Verification" button will display as shown below:



Click on "Manage Files" and a new window will open. Click on "Upload New File" to submit the copy of the second 1040 form.

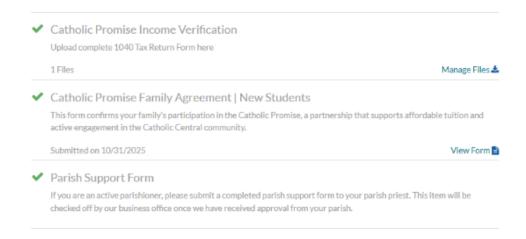
Step 6: Once you have uploaded all necessary documents to the Income Verification, please click on "Complete Form" to read and sign the Catholic Promise Family Agreement.



Step 7: After these steps are completed, you will receive an email reminding you to submit your Parish Support Form to your parish if you have not already done so. This email also includes an invitation to meet with a CC staff member regarding the Family Agreement.

Once your Catholic Promise application is approved, our business office will confirm the Parish Support Form option on your behalf. These three items will then display on your page as shown below:

(Continued on next page)



If all above items are completed **prior** to December 1st, no further action is required from you at this time. You will be notified if you qualify for the Catholic Promise rate in February along with your tuition statement.

If all above items are completed **after** December 1st, you will be notified if you qualify for the Catholic Promise rate when your tuition statement is sent.

Notes:

- Please note that for returning Catholic Central students, your parent portal accounts
 will display a "Payment Plan Selection" option that you cannot complete at this time.
 You will be notified to update your payment plan upon receiving your tuition statement
 in 2026.
- If you have multiple students attending Catholic Central, you will need to repeat these steps for each individual student.