



Office of Religious Education and Catechesis—Diocese of Columbus

Request for Reimbursement for On-Line Certification Courses

Scholarship Guidelines

The Office of Religious Education and Catechesis (OREC) has a limited amount of funds available to assist those who take certification courses through the University of Dayton-VLCFF or University of Notre Dame-STEP programs.

1. Scholarships are awarded on first come first serve basis.
2. Complete the information below and submit to OREC **prior** to enrolling in your course.
3. You will receive a response to your request within two weeks of receipt.
4. Approved reimbursements for VLCFF courses will be processed automatically. STEP courses cannot be reimbursed until a certificate of completion as been sent to the office by the participant.

Office of Religious Education and Catechesis
Attn On-line Course Reimbursement
197 E Gay Street, Columbus OH 43215
614-241-2563 (f) or orec@columbuscatholic.org

5. Reimbursement checks will be sent to the address listed below within four weeks from receipt of certificate.

Participant Information

Name: _____ Date: _____
Address: _____ Parish/School: _____
City/Zip Code: _____ Phone No: _____
E-mail Address: _____

Course Information

Enrolled at: VCLFF-University of Dayton STEP University of Notre Dame

Name of Course requesting credit: _____

Date course begins: _____

Date course ends: _____

For OREC Use Only

Amount Awarded: _____ Date Approved: _____

Date Completed: _____ Date Processed: _____