**Appeal/Waiver Request**

**Regarding CC Docket # 02-6**

**Applicant Name:**

**SAINT LUKE CATHOLIC SCHOOL**

**Entity Number: 50463**

**Funding Year: 2018-19**

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**CONTACT INFORMATION**

Contact Person: Leslie Vondrell

Contact Information:

Email: vondrell@saintlukeparishschool.org

Phone: 937-426-1733 EXT. 403

Fax: 937-426-6435

Address: 1442 N. Fairfield Rd.

Beavercreek, Ohio 45432

**APPLICANT INFORMATION**

Applicant 471 Main Contact Name: Leslie Vondrell

Applicant Name: Saint Luke Catholic School

BEN: 50463

**This is a request for a Waiver/Appeal of the USAC designation for**

**SAINT LUKE CATHOLIC SCHOOL**

**Waiver/Appeal Request Detail:**

**471 Out of Window Certification Funding Year 2018-19**

**Date Submitted: March 23, 2018**

**Date Certified: March 23, 2018**

**Form 471 Information: 181041812**

**Funding Request Number(s):**

Service Provider Name: Miami Valley Educational Computer Association

Service Provider Identification Number: 143025801

**Total Post Discount Request: $6777.60**

**Contract Award Date: March 23, 2018**

**USAC Designation/ reason for appeal:**

**471 Out of Window Certification**

**Rationale for this Request:**

During the 2018-19 eRate filing window, we decided to switch to a different ITC after a 5 year contract expired. Securing a new contract with that ITC we moved forward to complete and upload Form 471. This was completed by the original deadline and submitted. We were unaware that the form as uploaded was not complete and therefore rejected by USAC. In addition to new categories (category 2) and documentation, the business manager was involved in completing the Form 471 for the first time. When we attempted to at least resubmit the form with complete information this was past the deadline.

**Process that Lead To the Error**

In the past when working with our former ITC we had come to depend upon them as an extra check on whether or not we were sticking to a time frame that would allow us to correctly submit Form 471 in a complete and timely manner. The point of contact at our former ITC was readily available to answer questions and provide step by step assistance. In good faith we completed online with USAC the 471 application, contracting us to our new ITC. Our assumption that the form was filed properly was incorrect. In addition the new ITC we were talking with did not understand the process or what was required to complete Form 471.

**Circumstances to Consider**

* We did attempt to correctly file Form 471 within the designated time period
* Past FCC eRate rulings approving waivers of this nature
* The school acted appropriately and in good faith, signing a contract with MVECA for this FRN request.
* The inexperience of our new ITC in helping us handicapped our ability to realize we had not completed the form correctly.
* Being a stand-alone school in this situation the eRate discount has a larger impact on our ability to deliver internet access and curriculum-based services to our students during instructional time.

This request is made on behalf of the Billed Entity for a Waiver/appeal to be granted. By granting this Waiver/Appeal, USAC would be directed to review SAINT LUKE CATHOLIC SCHOOL application for funding during the Funding Year 2018-19.

Your favorable consideration in this matter is greatly appreciated.

Please feel free to contact me at any time should you have questions.

Leslie Vondrell

Principal

Saint Luke Catholic School

937-426-1733 Ext. 403