

Diocese of Erie Tuition Assistance Program Frequently Asked Questions

How do I log in?

- Create an account or log in with the account you created in a previous year.
- Your email address is your username.
- Each family should create only one account.

Forgot your password?

- Click “Forgot your password?” on the login page.
- Check your spam/junk folder for emails from info@doetap.org.

Having trouble logging in?

- Use a computer (not a cell phone).
- Confirm username (email address). Try another email if your account is not recognized.
- Check all email folders for messages from info@doetap.org.

How do I upload documents?

- Use the upload portals within the application.
- Review uploaded files to verify accuracy.
- Use the “X” to delete incorrect files *before submitting*.
- **Do NOT upload password-protected documents.**

What documents are required?

- All 2025 W-2s and 1099s (if applicable)
- 2025 Federal Form 1040, pages 1-2
 - If you filed an extension, upload:
 - IRS Form 4868
 - 2024 Federal Form 1040, pages 1-2
 - All 2025 W-2s and 1099s (if applicable).

Having trouble submitting payment?

- **Do not click Submit button more than once and do not use a second card.** Either action will lock the system.
- Sign out of account and sign back in.
 - If your account shows an application number, (e.g., 2026-XXXX), your submission was successful.
 - If the “Submit payment” button no longer appears, your payment likely processed.
- Wait 24 hours and check your bank before contacting info@doetap.org.

Will I receive a receipt?

- Yes, you will receive an emailed receipt after submission. Check spam/junk folders.
- If no email receipt is found:
 - Wait 24 hours and check your bank account before contacting info@doetap.org.
- **Note:** A receipt confirms payment only, not approval. Missing documents or information will result in denial.

Can I edit my information after submission?

- No, submitted information cannot be edited.
- You may upload additional documents, if needed:
 - After uploading new documents, select “Pay by Check” to resubmit.
 - Email info@doetap.org with your application number to notify the office of updated documents.

Diocese of Erie Tuition Assistance Program Frequently Asked Questions

Still need help?

For additional assistance, email your school's Point of Contact listed below.

Point of Contact List		
School or System	Point of Contact	Email is preferred
STAR FOUNDATION MANAGER: All schools	Kathy Robinson	kr Robinson@eriercd.org 814-824-1220
7 PARISH BASED SCHOOLS:	Kathy Robinson	kr Robinson@eriercd.org 814-824-1220
Immaculate Conception, St. Francis, St. Gregory, St. Joseph, Lucinda, St. Joseph, Warren, SS. Cosmas & Damian, Seton Catholic Schools		
DuBois Area Catholic Schools	Jeff Gankosky	jgankosky@duboisatholic.com 814-371-6889
w/DuBois Central Catholic Elementary, M/HS		
Elk County Catholic School System	Bob Breindel	finance@eccss.org 814-781-3144
w/St. Leo School, St. Marys Catholic Elem/MS & ECCH		
Erie Catholic School System		
w/Our Lady of Peace, St. Jude Schools	Joyce Wickles	jwickles@eriecatholic.org 814-838-3548, Ext. 3118
w/St. George, St. James, St. Luke Schools	Mary Jo Schley	mschley@eriecatholic.org 814-899-3429, Ext. 5004
Mercyhurst Preparatory School	Sue Zimmerman	businessoffice@mpslakers.com 814-824-2206
Shenango Valley Catholic School System	Ray Bianco	rbianco@kennedycatholicschools.org 724-346-5531
w/St. John Paul II and Kennedy Catholic M/HS		
Venango Region Catholic School	Beth Metz	beth.metz@venangocatholic.org 814-677-3035
St. Stephen School		
Villa Maria Cathedral Preparatory Catholic School Sys	Joanne Rogers	joanne.rogers@cathedralprep.com 814-453-7737 Ext. 2226
w/Cathedral Prep and Mother Teresa Academy	Jennifer Gannoe	jennifer.gannoe@cathedralprep.com 814-453-7737 Ext. 2252