

St. Francis Elementary School

FACTS Financial Aid Information 2018-2019

Financial Aid, based on demonstrated need, is available for **registered students** attending St. Francis of Assisi Elementary. Applications are processed through **FACTS Grant & Aid Assessment**, the schools' tuition data service. Information provided to FACTS is confidential and reviewed by the Principal and Director of Finance in determining awards. Grant amounts are subject to the funds available through the contributions of St. Francis Parish, designated scholarships, bequests and the generosity of individual donors.

What are the income requirements for Financial Aid eligibility?

The financial aid evaluation is a fair and confidential assessment that is sent by FACTS directly to the Principal & Director of Finance. There are no "set" income levels that qualify or disqualify financial aid applicants. Rather, all aspects of your financial situation are taken into account in determining grant eligibility and award amounts.

Families granted an award will be notified by mail no later than May 31, 2018.

How do I apply?

Applications for the 2018-2019 school year will be **available beginning Feb. 26, 2018.**

All applications must be completed online. All supporting documentation can be uploaded in PDF format online or faxed. **(See Back)**

Depending on your application, some or all of the following documents or information may be required:

- ✓ **2017 Federal Tax Form (1040, 1040A or 1040EZ) Individual Income Tax Return**
- ✓ **2017 W-2 Wage & Tax Statement**
- ✓ **Supporting Tax Schedules for Taxable/Non-Taxable income – i.e. child support, SSI, Worker's Compensation etc.**
- ✓ **Expense Information – Monthly: i.e. rent, mortgage, credit cards, medical
Annually: i.e. child care, car insurance**
- ✓ **Assets & Liabilities – i.e. savings, checking, cash, CD's, stocks, retirement plans etc.**

Important: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your 2017 Federal Form 1040 Tax return.

To Apply:

Apply directly online by going to the St. Francis of Assisi website:
www.stfranciselem.org and click on **Parents/Forms & Resources**
Scroll down to Tuition Management Systems & click on the FACTS link.

Required Processing Fee: \$27

Payment Form: Credit Card or Electronic check

Application Deadline: April 30, 2018

Please see back for more questions and answers regarding FACTS Grant & Aid Assessment.

**Apply by visiting the school website or by visiting
<http://online.factsmgt.com/signin/4CZ22>**

How do I navigate the online application?

Icons on the left of the online application highlight your progress and you will see a green check when each section is completed. To the right, you will see help text as you progress from field to field. A red error icon will appear if there are any problems noted with your application and you will be required to correct them before moving on to another section.

Do I have to complete my application all at once?

The form is automatically saved as you progress through by clicking the “Next” button. You may stop your progress for completion at a later time, by clicking the “Save & Exit” button.

If I have children attending another school that also contracts with FACTS Grant Aid & Assessment, can I apply for financial aid for both schools with one application?

Yes, families **can list multiple schools** on the application. The application will then be submitted to those schools for consideration. **Only one application fee applies.** If a separate application is created for each school, then a fee applies to each application.

How can I send in the supporting documentation?

You may upload your documentation in PDF format online or fax to **866-315-9264**. Please be sure to **include the applicant ID** (found on the right of your online application) on all faxed correspondence.

How can I check the status of my application?

Once you have completed your online application, you will be able to log into **factsmgt.com** to check the status of your application.

Please allow at least 2 weeks for processing your application.

If my circumstances change, can I change my application?

Once an application is submitted, it **cannot be changed**. Please contact FACTS or Bonnie Villalva, St. Francis of Assisi Director of Finance at **916.442.5494** or bvillalva@stfranciselem.org, should any changes occur.

What if I have other questions?

FACTS can help!

**For FACTS Customer Care Representative
866.441.4637 or
Email info@factsmgt.com**