

TUITION ASSISTANCE AND BILLING

INSTRUCTIONS for 2017/2018 (January 9, 2017)

If you are seeking help with your tuition this year you must do one of the following:

#1 - If you are a registered, practicing Catholic, apply for the John Lancaster Spalding Grant
Follow instructions below under point #1. Families that are Catholic and do not apply for the Spalding Grant will not be eligible for additional assistance through the parish. Those that qualify for Spalding but may need additional help may be eligible for Parish assistance also.

#2 - If you are non-Catholic we are asking that you please approach your place of worship to see if they would be willing to give you some assistance. If you still need assistance, please fill out a FACTS Grant & Aid Assessment. Follow directions below under point #2.

#1 Lancaster Spalding Scholarship Fund

Grants: *(This grant is for Catholic families only)*

Tuition assistance scholarship grants from the endowment fund established as a result of the Diocese of Peoria ROOTED IN FAITH Campaign and named in honor of Archbishop Spalding, the first Bishop of Peoria, will be available for the 2017 - 2018 school year for students enrolled in or intending to enroll in grades kindergarten through 12 in any Catholic school located in the Diocese of Peoria whose families are members of a Catholic parish in the diocese.

All grants will be based on financial need objectively assessed. Information about the grants may be obtained from any Catholic elementary or secondary school in the Diocese of Peoria or on the Diocesan website www.cdop.org: Click on **CATHOLIC EDUCATION**; then on **FINANCIAL ASSISTANCE** and then you will see all the information on the John Lancaster Scholarship Grant. **Parents are encouraged to apply online at: online.factsmgt.com/aid.** Families of students currently receiving grants are reminded that **all grants are for one year only, and anyone seeking to renew a grant for 2017 - 2018 must reapply.** Deadline date for the completed application is **by MARCH 15, 2017.** Please apply **ASAP.** Notification of grant awards will be made by mid-April. Only 2016 tax documents and supporting documents may be used.

#2 FACTS Grant & Aid Assessment

Families applying for financial aid will need to complete an application and submit the necessary supporting documentation along with the **\$30.00 application fee** to FACTS Grant & Aid Assessment by **March 15, 2017.**

How to apply:

Go to <https://online.factsmgt.com/signin/42JK3>

Create a username and password to begin. (You may also use an existing username and password.)

You will need:

- Copies of your 2016 Federal Tax forms including all supporting tax schedules
- Copies of your 2016 W-2 forms for both you and your spouse
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation and TANF

All supporting documents can be uploaded in pdf format online. Documentation can also be faxed to 1-866-315-9264 or mailed to the address below. Please include applicant ID on all faxed or mailed correspondence.

FACTS Grant & Aid Assessment

P.O. Box 82524

Lincoln, NE 68501-2524

If you have any questions or concerns about the application process you may speak with a FACTS Representative at 1-866-441-4637.

If you need access to a computer, call the school at 892-2011 to set up time in the computer lab.

#3 All families must sign-up for a Payment Plan for the 2017/2018 school year.

You will need account information to register. At this time ACH (automatic withdrawal) payments and credit card payments are available for methods of payment. However, there will be an up-charge for all credit card transactions. All families need to go through FACTS for payment plans. **Those paying in full will not be charged. Those paying in two installments will be charged \$10. All other plans will be charged a \$43 enrollment fee.**

Like last year, only tuition will be allowed to be billed through the payment plan. All tickets (Fall Fest and Clover Club) will have to be sold or purchased.

If you would like, you can pay for tickets in advance at registration.

- **Step #1** - Log on to <https://online.factsmgt.com/signin/42JK3>

You will be asked to select a username and password. You will also put in your general information such as name/address/telephone. (Your information will not be sold or distributed!!)

- **Step #2** – Insert children attending and their grade level for 2017/18.
- **Step #3** – Select Payment Plan

Your options:

- 2 Payments per month** - (24 payments starting July 2017)
Payments will be withdrawn on the 1st and 15th of the month
- Monthly** - (12 payments starting July 2017)
Payment will be withdrawn on the 2nd of the month.
- Weekly** - (52 Payments starting July 1, 2017)
Payments will be withdrawn on Tuesdays

- **Step #4** – Insert account information

You will need the following information:

- Name on the account
- Bank Name
- Account Type
- Routing Number
- Account Number

The enrollment fee will be withdrawn from your account within 14 days of St. Malachy School finalizing your registration with FACTS. Once you are registered, SMS will input the amount of tuition being paid, as indicated on your signed compact, and a confirmation letter will be sent to you.