

FACTS Grant & Aid Assessment 2017-2018 SCHOOL YEAR - Application Instructions

Eligibility Requirements:

- Student must be Catholic;
- Student must be entering grades K-12 in September 2017;
- Student must be attending one of our 23 diocesan, parochial, or regional elementary schools, or Bishop Ahr or Immaculata High School; and
- Student must be registered in one of the parishes within the Diocese of Metuchen (see Required Pastor Signature form for list of eligible parishes).

Families applying for financial aid will need to complete an online application at <https://online.factsmgt.com/aid>. The application period is **January 30, 2017—March 31, 2017**. Online applications are available in Spanish and English. The application fee is \$30, and **must** be paid online at the time you submit your application, otherwise your application is considered incomplete and cannot be assessed. Forms of payment include debit cards, most major credit cards, or an electronic check.

Once an online application has been completed and paid for, the following information will need to be provided to FGAA to finalize the application process:

- Copies of your 2015 Federal Income Tax Return Form 1040, 1040A, or 1040EZ (as filed with the IRS) for the applicant and co-applicant, including all supporting tax schedules.
- Copies of your 2016 W-2 forms for both you and your spouse or co-applicant.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

Supporting documentation can be scanned and uploaded in .pdf format directly to your application. Documentation can also be faxed to 866.315.9264 or mailed to FACTS Grant & Aid Assessment, P.O. Box 82524, Lincoln, NE 68501-2524. **Please be sure to include your applicant ID on all faxed or mailed correspondence.**

FACTS Online Application Workshops are available, please see the schedule attached. Families must sign up online for a workshop and may do so at www.diometuchen.org/tuition-assistance. Space is limited. If you are not able to sign up for a workshop online, please call our Tuition Assistance Hotline at 732.562.1990, ext. 1610. If you have questions or concerns about the application process, you may contact our Tuition Assistance Hotline, or speak with a FACTS Customer Care Representative at 866.441.4637.

Every application requires the signature of the Pastor of the parish in which you are registered. No application will be reviewed without the **Required Pastor Signature Form (attached)**, which must be signed by your Pastor and returned to the school/s your child/ren will attend in September. If you have children attending more than one school, you may make copies of the original form. Questions? Please call our Tuition Assistance Hotline at 732.562.1990, ext. 1610.

THE DEADLINE FOR SUBMISSION OF APPLICATIONS TO FGAA IS MARCH 31, 2017, INCLUDING SUPPORTING DOCUMENTS (the link will be inactivated on April 3). NO APPLICATIONS WILL BE ACCEPTED BY MAIL.

Diocese of Metuchen ~ FCE Scholarship Fund
FACTS Grant & Aid Assessment
Online Application Workshops
2017

Parents/Guardians must register for a specific workshop. To register, please go to: www.diometuchen.org/tuition-assistance and select "Workshop Registration." Available workshop locations, dates and times are:

Diocese of Metuchen, 146 Metlars Lane, Piscataway

Thursday, February 9, 2017: 2 pm – 4pm AND 6 pm – 8pm (Spanish Translator Available)
Wednesday, February 15, 2017: 2 pm – 4 pm AND 6 pm – 8 pm (Spanish Translator Available)

Perth Amboy Catholic Upper School, 500 State Street, Perth Amboy

Monday, February 27, 2017: 2 pm – 4 pm AND 6 pm – 8 pm (Spanish Translator Available)

Perth Amboy Catholic Primary School, 613 Carlock Avenue, Perth Amboy

Wednesday, March 8, 2017: 2 pm – 4 pm AND 6 pm – 8 pm (Spanish Translator Available)

Sts. Philip & James School, 137 Roseberry Street, Phillipsburg

Wednesday, February 8, 2017: 2 pm – 4 pm AND 6 pm – 8 pm (Spanish Translator Available)

If you wish to begin filling out your application at the workshop, please bring as much of the following documentation as you have available: a copy of your 2015 IRS Federal Form 1040, 1040A or 1040-EZ US Individual Income Tax Return (if Applicant and Co-Applicant file separately, we require both tax returns for the same tax year); Copies of all 2016 W2, 1099, or 1099R Wage and Tax Statements for both the applicant and co-applicant; Copies of all applicable supporting tax schedules; Copies of all supporting documentation for household non-taxable income such as Social Security Income, Welfare, Child Support, Food Stamps, Worker's Compensation, or Temporary Assistance for Needy Families (TANF).

If you have any questions regarding the FACTS Online Application Workshops, please call 732.562.1990, extension 1610.