



## 2016-2017 School Year Policies and Procedures Diocesan Catholic Schools System Tuition Assistance Fund

Please note the following important information:

- International and Pre-kindergarten students are not eligible to apply for or to receive awards from any Diocesan scholarship program.
- All students must be registered on or before Monday, April 4, 2016 to qualify.
- Please refer to your child's school policies regarding registration, tuition, financial aid application process and for website information.
- The deadline for submitting a verified application online for financial aid through FACTS Grant & Aid Assessment for all students is on or before Monday, April 4, 2016. Parents that choose to submit an application after March 15, 2016, risk their application not being verified on or before April 4, 2016.
- Applications submitted after Monday, April 4, 2016 will not be processed or considered. The deadline will be stickly adhered to.
- The application fee is \$30.00 for all applicants. However, parents that have children attending a Central Catholic School and a Diocesan Parish and/or Regional School, need to select the Central Catholic School student first and, therefore, will not have to submit the \$30.00 application fee. Parents must use their login information (username and password) for the Central Catholic students and add and select the Central Catholic School first.
- Award and denial notifications will be emailed to parents during the week of May 2, 2016.
- Only one application per family needs to be filed, no matter how many Diocesan Schools your children attend. All registered students must be listed on one application.
- All required supporting documentation must be submitted to FACTS Grant & Aid Assessment and not the school in order to verify your application status. Please follow their instructions regarding required supporting documentation which can take up to two weeks to process upon receipt of necessary documents. Parents that choose to submit an application after March 15, 2016, risk their application not being verified on or before April 4, 2016. Your application must be verified on or before April 4, 2016 with FACTS Grant & Aid Assessment.



- **NEED HELP? FACTS Grant & Aid Assessment Customer Service is available. Please call 1-866-315-9262.**
- **Only applications with a verified status from the FACTS Grant & Aid Assessment Team will be processed. No application will be processed with only a submitted status from the FACTS Grant & Aid Assessment Team. If you have failed to submit required supporting documentation to FACTS Grant & Aid Assessment which is needed to process your application, the FACTS Grant & Aid Assessment Team will notify you. The information needs to be provided to them and your financial aid applications verified on or before Monday, April 4, 2016 to qualify.**

### **Student Withdrawal from a Participating School:**

**For any student that withdraws from one of the listed participating schools, the student's award will be rescinded and returned to the fund for reallocation by the Committee and the Director of Student Financial Services.**

### **Student Transfer from one Participating School to another Participating School:**

**For any student that transfers from one participating school to another on or before August 31, 2016, the student's award will be re-calculated based upon the tuition amount of the new school. If the tuition at the new school is greater, no increase of the award will be granted.**

**For any student that transfers to another participating school after September 1, 2016, the school that the student is leaving will retain a portion of the student's award. The amount to be retained by the school the student is leaving will be determined by the date of transfer. Any part of the month in attendance will be counted as a full month when determining the amount the school will retain. Monthly payments are based upon a ten month school year. The balance will transfer to the new school.**

**This financial aid award will not transfer unless the Director of Student Financial Services is notified in writing of the student's transfer by both principals of the participating schools.**

# Catholic Schools Office

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The following Diocesan Catholic Schools participate in the FACTS Grant & Aid Assessment financial aid application process for grades K-12.

St. Anthony Elementary	Fitchburg
St. Bernard Elementary	Fitchburg
St. Bernard's Central Catholic High School	Fitchburg
Holy Family Academy	Gardner
St. Anna Elementary	Leominster
St. Leo Elementary	Leominster
Milford Catholic Elementary	Milford
Assumption Elementary	Millbury
St. Bernadette Elementary	Northborough
St. Mary Elementary	Shrewsbury
Trinity	Southbridge
Our Lady of the Valley Regional	Uxbridge
All Saints Academy	Webster
St. Joseph Elementary	Webster
Holy Name Central Catholic Jr. Sr. High School	Worcester
Our Lady of the Angels Elementary	Worcester
St. Mary's Elementary	Worcester
St. Mary's Jr. Sr. High School	Worcester
St. Peter Central Catholic Elementary	Worcester
St. Peter-Marian Central Catholic Jr. Sr. High School	Worcester
St. Stephen Elementary	Worcester
Venerini Academy	Worcester