

ALL SAINTS ACADEMY FACTS MANAGEMENT SERVICES INFORMATION

## FACTS MANAGEMENT GUIDELINES & INSTRUCTIONS

All Saints Academy is pleased to work with FACTS Management, the nation's leading faith based school tuition management, and financial aid assessment services for education. All school registrations, financial aid applications, tuition payments and financial aid awards are processed through FACTS. FACTS Management helps make tuition payments affordable by providing flexible payment plans. Their online and mobile solution allows you to manage your FACTS account and complete tasks like making a payment, viewing your payment schedule and updating your account.

### Important Guidelines and Requirements:

- FACTS will be available on February 12, 2016 at <https://online.factsmgmt.com/signin/4KDHD>
- Applications for financial aid should be submitted online on or before **March 15, 2016**. Only applications with a verified status from the FACTS Grant & Aid Assessment Team by April 4, 2016 will be processed. Parents who apply after March 15<sup>th</sup> risk not having their application verified by the April 4<sup>th</sup> deadline.
- Please take note to supporting documents required at time of registration.
- All Saints Academy has waived the 2016 FACTS Financial Aid Application Fee of \$30.00.
- Only one Diocesan Aid application is required per family, no matter how many Diocesan schools your children attend. All students must be listed on one application.
- The Diocese will inform families of awards/denials during the first week of May.
- For more information, review the Policies and Procedures for Diocesan Catholic School system Tuition Assistance Fund.

### FACTS Instructions:

1. Go to FACTS website at <https://online.factsmgmt.com/signin/4KDHD>
2. Create a FACTS account or login with FACTS account Username & Password.
3. Register your student for All Saints Academy. PLEASE NOTE: Student must be registered in full at All Saints Academy before Financial Aid Application may be accessed.
4. Choose a Tuition Payment Schedule
  - a. **ANNUAL TUITION** – No FACTS Registration fee, one time payment due in July.

**COMPLETE APPLICATION ON OR BEFORE MARCH 15, 2016**

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- b. **SEMI-ANNUAL TUITION** – \$10.00 FACTS Registration fee, payments made in July & February.
  - c. **MONTHLY TUITION** – \$45.00 FACTS Registration fee, 10 Monthly Payments due in July through April.
5. Choose a Tuition Payment Plan by bank account or credit/debit card.
- Pay by checking or bank account. Account holders name, bank name, account type, bank routing number, and account number required.
  - Pay by credit/debit card. Have credit card available for credit card number, expiration date, and security code from the back of the credit card.
  - All tuition plans offer payment dates of the 5<sup>th</sup> or 20<sup>th</sup>.
  - Automatic withdrawal options available.
6. Complete Financial Aid Application online by March 15, 2016
7. Submit supporting documentation required: Forms can be mailed or submitted online but must be submitted on or before March 15, 2016 to the FACTS Grant & Aid Assessment Team.
- a. Copy of applicant's and/or co-applicant's 2015 W2's.
  - b. Copy of applicant's and/or co-applicant's (if filing separately) 2015 Federal 1040 form. *If applicant(s) have not filed their taxes by appointment date, they will need to provide a copy of 2015 W2's and a copy of 2014 1040 form.*
  - c. *For applicant(s) that Do Not File Taxes: Proof of non-taxable income information required. Where applicable, Social Security Benefit statement, statement of Welfare, AFDC, or ADC, food stamp information, worker's compensation etc.*

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