

**Diocesan Financial Aid Office
DIOCESE OF SPRINGFIELD
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Springfield MA 01102-1730**

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Diocesan Financial Aid Application Requirements

To be eligible for Financial Aid from the Diocese of Springfield, you must comply with the following requirements:

- 1. Must attend a Catholic school (home school education and online schools are not eligible).**
- 2. Must be enrolled in grades K-12 (Pre-K students are not eligible for Diocesan Financial Aid).**
- 3. Must demonstrate financial need according to the diocesan guidelines.**
- 4. Must complete a new financial aid application through FACTS online each year.**

Please scroll down to the second page for additional Financial Aid information.

Diocesan Financial Aid Application Procedures

- Applications are accepted online through FACTS as of January 1, 2023 for the 2023-2024 school year. Any applications submitted prior to January 1, will not be processed. Please note: Financial Aid is awarded on a first come- first serve basis so it is imperative to submit your application in a timely manner.
- To apply online, log on to www.online.factsmgt.com
- Returning users, enter your username and password. New users, click Register.
- Be sure to send FACTS your 1040 Income Tax Form for 2022 and your W-2 statement(s) for 2022. Please note: **If you choose the “I do not file” field, you will be required to submit documentation of income.**
- Currently there is a **\$40.00** fee to apply for financial aid. Your application is not complete until all documentation is received and the fee is paid. **Please note:** FACTS can take up to four weeks to process your application.
- Once you have completed the application, please do not make any changes before contacting the Diocesan Financial Aid Office.
- Completed FACTS applications will be processed by the Diocesan Financial Aid Office in rounds occurring in March, April, May and June, 2023. Once FACTS has verified your application, the Diocesan Financial Aid Office will review each application to determine eligibility; acceptance/denial letters are then sent to the families.
- Applications for the 2023-2024 school year will be accepted in FACTS until June 15, 2023 or until funds have been depleted.

If you have any questions about the Diocesan Financial Aid Application Requirements or Procedures, please don't hesitate to call the Diocesan Financial Aid Office at 413.568.5692.