

## Diocesan Financial Aid Application Procedures

- Applications are accepted online through FACTS as of January 1, 2024 for the 2024-2025 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. A completed application is not a guarantee of assistance.
- To apply online, log on to <https://online.factsmgt.com/aid>
- Returning users, enter your username and password. New users, click Register.
- Be sure to send FACTS your 1040 Income Tax Form for 2023 and your W-2 statement(s) for 2023. 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, 2024. Once FACTS has verified your application, the Diocesan Financial Aid Office will review each application to determine eligibility; acceptance/denial letters or emails are then sent to the families.
- **Applications for the 2024-2025 school year will be accepted in FACTS until June 15, 2024 or until funds have been depleted. Applications from returning families that are submitted after 6/15 will not be processed. The exception to this is if a new family is applying for aid, assuming aid is still available.**

**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. Ask for Julie Fregeau.**



## Grant & Aid Assessment

FACTS makes quality education affordable for families by assisting schools in awarding financial aid. We work with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.

To apply for financial aid, visit <https://online.factsmgt.com/aid>

After completing the online application, you will need to upload all required supporting documentation.

The following supporting documents are required to complete the application process:

- **IRS Federal Income Tax Return**, including all supporting schedules (the year of the tax return depends on the tax requirements of your school). If applicant and co-applicant file separately, we require both tax returns for the same tax year.
- Copies of **all the current year W-2 Wage and Tax Statements** for both the applicant and co-applicant.  
**NOTE:** If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.
- Copies of all supporting tax documents if you have business income/loss from any of the following:
  - Business** - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
  - Farm** - send Schedule F and Form 4562 Depreciation and Amortization
  - Rental Property** - send Schedule E (page 1)
  - S-Corporation** - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
  - Partnership** - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
  - Estates and Trusts** - send Schedule E (page 2), Form 1041 and Schedule K-1

**IMPORTANT:** If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.

- Copies of all supporting documentation for household Non-Taxable Income such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.

**All documentation received is imaged upon receipt and then destroyed.**

You may log in to your FACTS user account to review the status of your application. Please allow 2 weeks processing time before inquiring further about receipt and/or status of the uploaded documents. Application deadlines are set by the institution awarding the aid. If you are applying after the deadline, contact your school to ensure that your application will be accepted.

**A non-refundable application fee may be required before your application will be submitted.**

**NOTE:** Award decisions are made by the institution providing the financial aid, not FACTS.