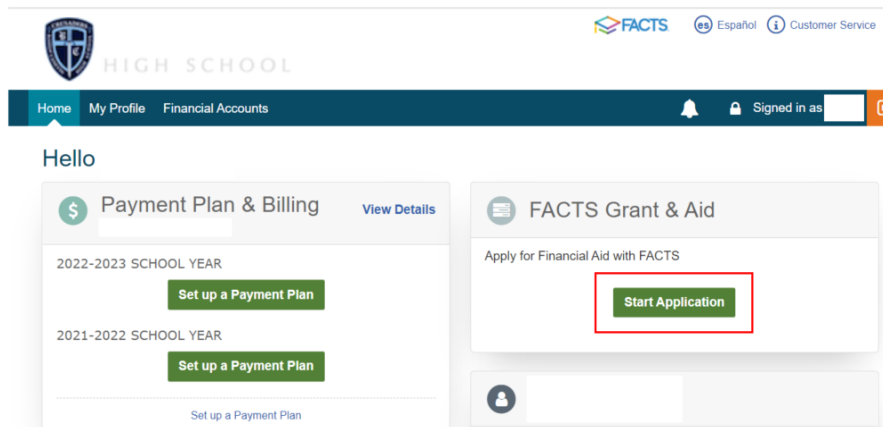




Instructions for Completing Your Tuition Assistance Application

1. This is an online application that you can access at factsmgt.com/aid.
 - a. Select Create an Account under New User and follow the prompts to set up your account.
 - b. Your progress will save automatically. If you sign out and sign back in, the system will take you back to where you left off.
2. Once you have logged into your account, select Start Application to begin.



3. **Critical information you will need to complete the application:**
 - a. Term/Year: Fall 2024-25
 - b. School: St. Martin's Episcopal School
 - c. Organization: St. Martin's Episcopal School
 - d. Parent/Guardian 1 Information: name, address, contact, SSN, date of birth, etc.
 - e. Parent/Guardian 2 Information (if applicable): name, address, contact, SSN, date of birth, etc.
 - f. Student information (name, SSN, date of birth, school/year, how much your family can pay in tuition, etc.)
 - g. Taxable income details (use your tax returns and/or W-2)
 - h. Nontaxable income details (use your tax returns and/or W-2)
 - i. Change of income (explain any projected changes in income, positive or negative, year over year)
 - j. Monthly expenses (be as specific and accurate as possible)
 - k. Annual expenses (be as specific and accurate as possible)
 - l. Assets and liabilities (use your tax returns)
4. **You will need to upload the following supporting documentation:**
 - a. Copy of U.S. Individual Income Tax Return (2022), and all supporting schedules
 - b. If you **own your own business**, the returns from your business
 - c. Dependent Statement if claiming more than four dependents
 - d. Copies of W-2 Wage and Tax Statements (2022 and 2023)
 - e. Copies of supporting documentation for household Nontaxable Income



Frequently Asked Questions about FACTS

How does FACTS assess my application?

FACTS Grant & Aid Assessment uses key personal and financial information to evaluate your need for financial aid. By completing an application, you will provide the necessary information to help your school administrators make an informed decision about awarding tuition aid.

The first step of the process is to complete the online application as accurately as possible. You will then need to submit your federal income tax return, W-2 forms, and supporting documentation for nontaxable income to our office. FACTS Grant & Aid Assessment will then make a recommendation to the educational institution on how much financial assistance is needed by each family that has applied. The final decision on how much financial aid to be given to each family will rest with the educational institution.

What happens if I do not provide all of the requested information?

Failure to provide all of the necessary information needed to complete the application process may result in your family not receiving financial aid.

If I do not have all of the necessary information to complete the application online, will I have to start over?

No. As you complete the online application, there will be a "Save & Continue" button at the end of each section. If you are unable to complete the entire application, you can select the "Save & Exit" button and continue your application at a later time.

What if I need to make changes to my application?

If you have submitted your application, you may log on to the FACTS Grant & Aid website with your username and password to access your application and make corrections or changes. The school will be notified of changes to your application from the original submission.

How can I check the status of my application?

Once you have completed the online application, you will be able to log on to the FACTS Grant & Aid Assessment website with a username and password to check the status of your application. The username and password will be created by you the first time that you log on. If you have misplaced your username and password, you will need to contact a FACTS Grant & Aid Assessment team member at 866-315-9262 or email us at info@factstuitionaid.com.

When is my application due?

The priority deadline for applications is February 2, 2024. Applications completed after that date will be evaluated in a subsequent review period. All awards are expected to be offered by March 15, 2024.