

# TUITION ASSISTANCE PROGRAM



ST. MARTIN'S  
EPISCOPAL SCHOOL

While the cost of a St. Martin's education is a significant financial commitment, we believe the value of the development of a lifelong love of learning, strong moral and ethical values, and well-rounded foundation is greater and lasts a lifetime. The School offers financial assistance to those who demonstrate financial need for the grades Pre-K through 12 (financial aid is not available for George Cottage).

The admissions process is separate from the financial aid process, and does not affect a student's chances for admission. Families who are interested in tuition assistance should apply for aid at the same time that they apply for admission.

The school utilizes the services of FACTS Financial Aid Management to initially review all tuition assistance applications to verify all information submitted and to provide the School's Tuition Assistance Committee with an initial analysis of the application and a suggested award amount.

St. Martin's is committed to enrolling students without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, or disability. The school does not discriminate in the administration of educational policies, financial aid programs, athletic programs, or any other school-administered programs.

## FINANCIAL AID COMMITTEE

Tuition assistance awards are ultimately determined by the Financial Aid Committee. FACTS considers a family's income, assets, expenses, expected tuition contribution, and the number of school-aged children in the family. The final decision by the Financial Aid Committee is predicated on an assessment of the

calculated need as provided by FACTS, and the school's policies and availability of funds.

## CONFIDENTIALITY

All information gathered during the aid process will be held in complete confidence. Families which receive aid must be aware that aid awards are confidential. Aid recipients make a commitment not to discuss their awards with other people, and may forfeit their awards if that confidentiality is breached.

## DEADLINE AND APPLICATION

The tuition assistance funds are limited, and at times we are unable to meet a family's full need. All families, both returning and new, that wish to be considered for financial assistance for the upcoming school year must complete the financial aid application before **FEBRUARY 2, 2024**. Applications completed after that date will not be considered until all the applications received on time have been reviewed.

An application is not complete (and will not be reviewed) until all required documents have been received and marked as complete in FACTS. Any falsification of information on the aid application, or during the award process, will result in immediate withdrawal of the financial aid award for the year.

The required documents for a complete application are copies of the 2022 tax returns, as filed with the IRS (Form 1040 with W-2 and all schedules), and final pay stubs for 2023, pending the availability of the 2023 W-2 forms.

Aid awards will be sent electronically from the

FACTS system. The letters will specify the mandatory acceptance date to keep awards from being rescinded. Awards that are not accepted will be returned to the award pool, to be used for subsequent awards.

## **AID APPLICATION PRIORITY**

Students who currently receive financial assistance from St. Martin's, and who apply before the deadline, will receive first priority in the financial aid award process. Returning students who do not currently receive assistance, and who apply before the deadline, will be second priority. New students who apply before the deadline will be third priority. Late aid applications will be fourth priority for aid determination, regardless of their current year aid status.

## **THINGS TO CONSIDER**

A student must be enrolled for the next academic year in order to be considered for Tuition Assistance.

Tuition Assistance awards do not cover the total cost of tuition. The Tuition Assistance Committee will consider the assets of all parents before making a decision and will not be bound by the assertion that one parent has disclaimed responsibility for educational expenses. All parents (custodial and non-custodial) must complete a Tuition Assistance Application and submit all supporting documentation.

Divorced parents must submit their judgment outlining each parent's tuition responsibility.

The Tuition Assistance Committee will impute a standard wage for a non-working parent when all children in the household are of school age.

Families who claim to have expenses outside those normally allowed, e.g., care of elderly parents, or medical expenses not covered by insurance, must provide supporting documentation for these expenses, e.g., monthly receipts or invoices.

If you obtain an extension for filing your taxes, please contact the admission office as soon as possible.

A financial or academic hold on a student's re-enrollment contract may delay the review of a family's Tuition Assistance Application. Please contact Jennifer LeCoq, Chief Financial Officer, by telephone (504-736-9958) to discuss this situation.

## **APPEALS PROCESS**

Families that feel they cannot meet the financial expectations outlined in their award letters should reject the award and request a second review. (An appeal will permit their awards to remain reserved during the appeal process.) Documents required to support an aid appeal include a summary explanation of circumstances that were not shown in the information provided in the original application, a detailed monthly budget showing all income and expenses, and documentation to support any financial changes (e.g. debt agreements, termination letter, payroll records, etc.). The Financial Aid Committee will review appeals, and its decisions will be communicated via FACTS.

## **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](mailto: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.

# TUITION ASSISTANCE CHECKLIST



TUITION ASSISTANCE APPLICATIONS ARE  
**DUE FEBRUARY 2, 2024**

ST. MARTIN'S  
EPISCOPAL SCHOOL

- Review the "Tuition Assistance Program" which outlines St. Martin's policies for granting financial aid assistance.
- Create a FACTS Account at [factsmgt.com/aid](https://factsmgt.com/aid). Under New User, follow the prompts to set up your account. Once you have logged into your account, select Start Application to begin.
- Complete the Tuition Assistance 2024-25 application on FACTS. (See "Getting Started with Financial Aid" document for additional instructions.)
- Submit 2022 tax documents, optional End of Year Pay Stub, and 2023 W-2 forms via the FACTS portal ([online.factsmgt.com/aid](https://online.factsmgt.com/aid)).
- 

Complete your enrollment contract and submit the required deposit for the 2024-25 school year.

Review and accept or decline your award by the due date in the award letter. (*Usually 10 days from the award date.*)

*If you are a shareholder in an S Corporation and or a partner in a Partnership, you must also submit your Schedule K-1. S Corporations must also submit the Form 1120S. Partnerships must also submit the Form 1065.*

St. Martin's Episcopal School utilizes the services of FACTS Financial Aid Management to initially review all tuition assistance applications to verify all information submitted and to provide the School's Tuition Assistance Committee with an initial analysis of the application and a suggested award amount.

Tuition Assistance information (applicants, financial information, and award recipients) is held in the strictest confidence. The school will never share this information with other families, board members, teachers, or coaches, and recipients may not share information regarding tuition assistance awards with other families.

Please contact the Business Office at (504) 736-9920 for more information.

*It is the policy of St. Martin's Episcopal School to administer its educational programs, including admission and financial aid, without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, or disability.*