



# TRENTON CATHOLIC ACADEMY

*The Lower School at McCarristin Campus*

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177 Leonard Avenue † Hamilton, NJ 08610-4899

Tel: (609) 586-5888 † [www.trentoncatholic.org](http://www.trentoncatholic.org)

Dear Parent or Guardian,

Thank you for choosing to give your child(ren) the gift of a Catholic school education, a gift that is given at a great sacrifice for many families.

FACTS Grant and Aid Assessment (FGAA) will be conducting the financial need analysis for the Diocese of Trenton for the upcoming 2017-2018 school year. Families applying for financial aid will need to complete the application, which is now available online, and submit the necessary supporting documentation for Round 1 to FGAA by **March 3<sup>rd</sup>**. The deadline for Round 2 is **May 15<sup>th</sup>**. Applicants can apply online by going to <https://online.factsmgmt.com>. Online applications are available in English and Spanish. To select Spanish, simply click on the link in the upper right-hand corner of the screen before you log in. The application fee is \$30, and it is due at the time you submit your application. Forms of payment include debit cards, major credit cards, or an electronic check.

Once an online application has been completed, the following information will need to be provided to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.
- Copies of your most recent W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation can be uploaded in pdf format online.

Documentation can also be faxed to 866-315-9264 or mailed to the address below. **Please be sure to include the applicant ID on all faxed or mailed correspondence.**

FACTS Grant & Aid Assessment  
P.O. Box 82524  
Lincoln, NE 68501-2524

**In order to assist families in completing the online application the Diocese and several of our partner schools are offering FACTS Online Application Workshops during January and February. Staff and FACTS representatives will be on-hand to walk families through the application process. The dates and locations of these workshops are attached. Families must sign up online for a workshop and may do so by contacting the school (see attached).**

If you have any questions or concerns about the application process, you may contact your school. The Diocesan contact is Kathleen Golazeski, 609-403-7168. To speak with a FACTS Customer Care Representative call 866-441-4637.

Sincerely,

Sr. Dorothy Payne, President

*Expect the Exceptional*

**Diocesan Tuition Assistance Program for  
Families with Children Attending Catholic Schools**

**2017-2018 School Year**

**General Information**

Tuition assistance is awarded each year to families with children in our Catholic schools in grades K-12. Awards are made based on financial need.

**How is the determination made?**

In order to ensure a fair and impartial analysis, application is made through FACTS Grant and Aid Assessment, our 3rd party provider.

Information contained in the application along with the supporting materials is used to determine financial need. The formula utilized has been especially designed for families with children attending Catholic school. This calculation is based on a moderate standard of living for the geographic area of the applicant, further ensuring a realistic result. This formula determines the ability of a family to pay for private education. FACTS includes a comprehensive review and verification process ensuring the accuracy of the data.

**Award Amount** – Families who apply can receive up to one-half of the school's in-parish tuition rate.

**How to apply** (One application per family)

- Application is currently available online at <https://online.factsmgt.com>.
- The application fee is \$30, and it is due at the time you submit your application. Forms of payment include debit cards, major credit cards, or an electronic check.
- Online applications are available in English and Spanish. To select Spanish, simply click on the link in the upper right-hand corner of the screen before you log in.
- Submit the necessary supporting documentation.
- For Grades K-8: To be considered in Round 1 applications must be complete by **March 3<sup>rd</sup>**. The deadline for Round 2 is **May 15<sup>th</sup>**.
- Online application is very user friendly.
- If you are unable to apply online you can contact Kathleen Golazeski to have a paper application sent to you: 609-403-7168 or [kgolaz@dioceseoftrenton.org](mailto:kgolaz@dioceseoftrenton.org).

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## **Grades K-8**

- **Applications completed by March 3, 2017** will be evaluated in Round 1. Typically, applications in the first round are submitted by existing school families or new families who register during *Catholic Schools Week* or in advance of March 3<sup>rd</sup>. Applications who did not receive tuition assistance in Round 1 will be automatically reconsidered in Round 2. ***All applications must be complete, containing all supporting tax documentation.***
- **Applications completed by May 15, 2017** will be evaluated in Round 2. This is the final opportunity to apply for diocesan financial aid. Typically, applications in the second round are submitted by families who register late, regardless of whether they are new or existing families. ***All applications must be complete, containing all supporting tax documentation.***
- It is recommended that families submit the application as soon as possible.
- Applications completed after May 15<sup>th</sup> will be considered only if additional funds become available.
- Families will be notified by email whether or not an award is granted. When this notification is received the parent should contact the school.
  - If an award is received, contact the school to work out adjusted tuition payments;
  - If you are denied diocesan tuition assistance, contact your school and inquire if any funds are available directly from the school.

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## **Grades 9-12**

- All applications must be complete, containing all supporting tax documentation. *Awards are based on a rolling submission. Notification will be made by the school.*

**For more information on High School Financial Aid, visit your high school's website**

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### **Contact information:**

FACTS Customer Care Representative  
866-441-4637

Diocesan Contact: Kathleen Golazeski, Coordinator of Finances,  
609-403-7168; [kgolaz@dioceseoftrenton.org](mailto:kgolaz@dioceseoftrenton.org)

or contact your school office

## FACTS In-person Workshops in the Diocese of Trenton for 2016

Call the school office to register to attend a workshop. Bring all the paperwork you'll need to complete your online FACTS application, Staff and a FACTS representative will be on-hand to walk families through the application process.

School	Date	Day	Time	
<b>Our Lady of Good Counsel</b> 23 W. Prospect Ave. Moorestown, NJ 08057  Office 856-235-7885	January 12	Thursday	6-8 pm	
<b>Our Lady of Perpetual Help</b> 236 E. Main St. Maple Shade, NJ 08052  Office 856-779-7526 x4 x225	February 7	Tuesday	6-8 pm	Snow day 2/21
<b>St. Benedict</b> 165 Bethany Road Holmdel, NJ 07733  Office 732-264-5578 x1	January 9	Monday	6-8 pm	
<b>St. Joseph</b> 711 Hooper Avenue Toms River, NJ 08753  Office 732-349-2355 x2001	January 17	Tuesday	6-8 pm	
	February 2	Thursday	6-8 pm	
<b>St. Paul</b> 250 James Street Burlington, NJ 08016  Office 609-386-1645	January 24	Tuesday	6-8 pm	
<b>Trenton Catholic Academy</b> 177 Leonard Avenue Hamilton, NJ 08610  Office 609-586-5888 x1	January 10	Tuesday	6-8 pm	Snow day 1/11

Contact at Diocese of Trenton: Kathleen Golazeski, Coordinator of Finances, Office of Catholic Education, 609-403-7168, [kgolaz@dioceseoftrenton.org](mailto:kgolaz@dioceseoftrenton.org)



# Grant & Aid Assessment

**FACTS Management 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 [online.factsmgt.com/aid](https://online.factsmgt.com/aid).**

After completing the online application, you will need to upload or fax all required supporting documentation. Uploaded documents must be in PDF format and the size of each document must be less than 20 MB. If you are unable to upload, fax the required documents to 866.315.9264. Please **DO NOT** use your mobile device to photo copy required documents due to problems with legibility.

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

- Copy of the most recent **IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return** (the year of the tax return depends on the tax requirements of the school). If applicant and co-applicant file separately, we require both tax returns for the same tax year. We do not require State Tax Returns.
- 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 login to your FACTS user account to review the status of your application. **Please allow 2 weeks processing time from the date you provided the supporting documents before inquiring further about receipt and/or status of the uploaded or faxed documents.** Application deadlines are set by the institution awarding the scholarships. If you are applying after the deadline, please 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 scholarship, not FACTS.**

We know your time is valuable. That's why we offer a quicker, easier, and more secure way to apply for financial aid than filling out a paper application form. Visit [online.factsmgt.com/aid](https://online.factsmgt.com/aid) to submit your application in the safest, most convenient way possible.

## Applying online is:



### Fast

- Submitting online eliminates application processing time so your awarding organization sees your application two weeks sooner than if you were to submit a paper application.
- The online progress tracker and checklist guide you through completion and notify you instantly when all required documentation and information has been submitted.
- The organization you are applying to sees your application immediately upon submission and can take action on it sooner.



### Convenient

- There are more payment options available online for the application fee, including ACH (checking or savings account) and credit or debit card.
- In addition to our call center support, applying online offers live chat support and one-click Spanish translation.
- Applying online helps the environment by reducing paper waste.



### Secure

- Eliminate the risks associated with mailing sensitive personal and financial information.
- Applying online ensures your personal information, such as SSN and bank account number, is stored securely at all times.

Our online application is available 24/7. Apply today at [online.factsmgt.com/aid](https://online.factsmgt.com/aid).





# Análisis de Ayuda Financiera de FACTS

FACTS Management, una división de Nelnet Inc., es una compañía que hace la calidad de educación asequible para familias y estudiantes, a la misma vez ayuda la estabilidad de instituciones educativas privadas y basadas en fe.

Una manera como hacemos esto es a través de nuestro análisis de ayuda financiera. Este servicio permite a las escuelas asignar ayuda financiera con confianza a las familias con más necesidad. Trabajamos con instituciones educativas en crear una solicitud especializada para sus familias, así FACTS puede coleccionar los datos financieros mas significantes. De esta manera, su institución educativa tiene una representación precisa para hacer decisiones de ayuda financiera que realmente ayudan a familias.

Usted puede solicitar para ayuda financiera en la página web de su institución educativa o visite la página web de FACTS en [online.factsmgmt.com/aid](https://online.factsmgmt.com/aid)

- Si usted usa la Gestion de Matrícula de FACTS, puede ingresar la pagina web de FACTS usando los propios credenciales de inicio de sesión
- Llene y mande la solicitud en línea\*
- Presente todos los documentos requeridos por subir en línea o fax al 866-315-9264

**Representantes de atención al cliente están disponibles para ayudarle en (866)441-4637.**

## Preguntas frecuentes

### ¿Quién determina la fecha límite de la solicitud?

Todas las fechas límites son determinadas por la institución educativa. Por favor comuníquese con la institución educativa si solicita después de la fecha límite para asegurar de que la solicitud sea aceptada.

### ¿Es seguro el proceso de solicitud?

Sí. Toda la documentación enviada por un solicitante se digitaliza al recibirla y luego es destruida por razones de seguridad. Después, los datos de la solicitud se convierten en propiedad de la institución educativa.

### ¿Qué sucede después de que solicito?

Usted puede iniciar sesión en la página de web [online.factsmgmt.com/aid](https://online.factsmgmt.com/aid) para verificar el estado de su solicitud. Por favor permita dos semanas para el procesamiento de la solicitud.

### ¿El Análisis de Ayuda Financiera de FACTS requiere una verificación de crédito?

No. ¡FACTS no requiere verificación de crédito!

Solicite en la página web de su institución educativa o visite la página web de FACTS en [online.factsmgmt.com/aid](https://online.factsmgmt.com/aid)

FACTSmgmt.com



\* Un cargo de solicitud no reembolsable puede ser requerido antes de someter su solicitud.