



School Tuition Assistance Coordinator INFORMATION LETTER

2019-2020 School Year

ANNUAL TUITION ASSISTANCE PROGRAM

The Archdiocese of Detroit contracts with FACTS Management, a third-party contractor, to process the tuition assistance applications for families who wish to apply for the Archdiocesan Tuition Assistance Grant. It is important to note that independent contracts and other services that FACTS Management provides are separate from the Archdiocesan Tuition Scholarship.

What is the Archdiocesan Tuition Assistance Program?

The Archdiocesan Tuition Scholarship is funded by the Stewards for Tomorrow Campaign and the Archdiocesan Endowment. As a result of the Stewards for Tomorrow Campaign and the establishment of the Archdiocesan Endowment, the Archdiocese of Detroit extends tuition assistance grants to **Catholic** families with children in grades K-12 attending Catholic Schools.

Awarding Amounts

All awards are based on the calculated financial need determined from the information on the FACTS online application and the financial documentation that each applicant is requested to submit. Employment, number of children and ability to pay will be primary factors in determining need. The evaluation will also assess the families' ability to pay. The award amounts will fall into one of the following tiers:

- Tier I - \$1100.00
- Tier II: \$ 950.00
- Tier III: \$ 800.00

This process allows for greater assistance based on need. The application and all supporting documents must be submitted by the deadline date of April 30, 2019 in order to be eligible for one of the three tiers. Round two applications will be accepted, but will only be eligible for Tier III which is \$800 per student.

Frequently Asked Questions

Must financial need be demonstrated?

Yes, financial need must be demonstrated. The FACTS Grant & Aid Form must be completed by each family applying, and submitted through the on-line application process. Receiving an award in previous years does not guarantee an award for the current year.

How do families apply?

Applications can only be completed online. The FACTS Student Grant & Aid link should be on your school's webpage. It will also be available on the Archdiocesan website by going to [aod.org/Catholic Schools/Tuition Assistance](http://aod.org/Catholic%20Schools/Tuition%20Assistance). Look for the FACTS Grant & Aid link. There is a \$30 on-line application fee.

Is the Pastor's Signature Form Mandatory for the AOD Grant?

Yes, the pastor's signature form is mandatory. The family must be active parishioners in a parish within the Archdiocese of Detroit. The Pastor Signature Form is available on the Archdiocesan website and must be submitted to the tuition assistance coordinator to be entered into your application.

Do some schools have independent contracts with FACTS?

Yes, some schools have independent contracts with FACTS. Independent school contracts may have different guidelines, deadlines, and required fees to qualify. Schools that have contracts with FACTS may already have the FACTS application available on its website. Schools who are not using FACTS services will receive the application link and all supporting documents in order to complete the application process from the Office of Catholic Schools. It is important to note that although some schools may have the application available before others it does not influence the order of awarding grants.

If you are a school that has its own financial aid awarding, make sure to advise families to check the school and the AOD Tuition Assistance Grant on the FACTS online application in order to be considered for the Archdiocese of Detroit Tuition Assistance.

TIME-TABLE FOR 2019-2020 ARCHDIOCESAN TUITION ASSISTANCE PROGRAM.

1/22/2019	Online Application open for Round 1 The Pastor's Signature Form must be signed and submitted to the School's Tuition Bookkeeper or the assigned Tuition Assistance person at the school. The school will check your pastor's signature into the application, using your applicant I.D. Number or name. The applicant is being given 30 days to obtain pastor's signature.
4/30/2019	Round 1 DEADLINE for on-line applications
5/23/2019	Final date that each student's grade level and tuition can be checked and corrected.
5/30/2019	Award notifications announcing Round 1 grant awards or denials will be emailed to applicants and will be available online for schools. If you do not receive the award in the first round, your application will be reviewed in the 2 nd Round. The Office of Catholic Schools will not be able to address phone calls until after the 2 nd Round notifications have been posted. Thank you for your patience.
6/30/2019	Round 2 DEADLINE for on-line applications Who is Eligible for Round Two?

- If the applicant was originally denied in Round 1, he/she will be considered in Round 2; however, the applicant can only receive the 3rd tier amount of \$800 per student if they are awarded.
- Anyone who missed the original deadline date will still have the opportunity to apply for round two. Application must be complete with Pastor Information Sheet entered.

7/23/2019

Final date that each student's grade level and tuition needs to be checked and corrected.

7/30/2019

Award notifications announcing Round 2 grant awards or denials will be emailed to applicants and will be available online for schools. This will be the final report that the school will receive with the applicant's award status.

8/31/2019

Schools will receive a Tuition Assistance Grant report to complete and return to the Office of Catholic Schools for processing checks if all information is validated.

In addition to a family accessing their status in their FACTS account, the school will be able to access 2 reports.

Round 1 – 1st Report: Award notification on May 30 will show the status of all applicants who met the April 30 deadline date. There will either be an award amount by the applicant's name or a \$0, indicating the applicant did not receive an award. The applicant will also be able to find out their status by going into their application using their applicant I.D. number.

Round 2 – 2nd Report:
& Final Report

Award notification on July 30, 2019 will be the final report indicating the status of the applicant's award. The Round 2 Award Notification will be posted on July 30, 2019 for all applications that shows pastor's signature page verification and "Complete" status in the FACTS application.

Schools that are having problems accessing their reports should contact FACTS.

Families Filing a Tax Extension

If a family is filing a Tax extension for this year, please parents must submit proof of tax extension from a tax preparer to the school tuition assistance coordinator to be considered. The Office of Catholic Schools is no longer involved in this process. Families will only be eligible for the 3rd tier of \$800 per student if they qualify for the award. Applicants that file tax extensions must submit prior year's taxes in order to be processed and eligible for the 2019-2020 Tuition Assistance.

The school's Tuition Assistance Coordinator will flag the application to waive the current year's tax documents once the family has returned the tax extension form from their tax preparer. To flag the application the Tuition Assistance Coordinator will check the box in the application located below the Pastor Signature Sheet check box.

The family must meet all other requirements, including having the pastor's signature sheet signed and submitted to the school before the deadline.

New Catholic Families (NCF)

New Catholic Families are any family who enroll their student in a Catholic School for the first time in the Archdiocese of Detroit. Because a family may not have made this decision until after the deadline dates were over, they are eligible to apply. They are also eligible to apply for any of the three tiers.

New Catholic Family (NCF) Pastor's Signature Sheet

If there is a new Catholic family applying for the Archdiocese Tuition Assistance Grant they must complete the New Catholic Family (NCF) Pastor's Signature Sheet which is located on the AOD website.

Archdiocese of Detroit Award Eligibility Criteria

All of the following criteria must be met in order to be eligible for an Archdiocesan Tuition Assistance Program Award.

- The FACTS online application must show "Complete" in the FACTS system by the deadline date.
- The family must be Catholic.
- The family must be active parishioners in a parish that is within the Archdiocese of Detroit.
- Students must be in grades Kindergarten – 12th.
- The Pastor Signature Form must be signed and given to the tuition assistance coordinator at your school. The form must be marked received in the FACTS system by the deadline dates indicated above.

Additional Information

- There should be only one application per family regardless of the number of school children or where they attend school.
- If one child in the household (K-12) receives the grant, all children in the household will receive the grant (K-12) that meets the eligibility requirements.
- FACTS is the sole evaluator for the Student Aid Form process.
- The receipt of other financial assistance such as parish, vicariate or Catholic school scholarships/grants, does not exclude the awarding of an Archdiocesan grant.
- All **Catholic families** in the Archdiocese of Detroit are eligible for the grant providing the child(ren) meet the above criteria and are enrolled in a Catholic school for the current school year.

Questions Regarding the Process

Questions regarding the on-line application should be directed to FACTS Management at (866) 441-4637. General questions regarding the Tuition Assistance process can be answered, in many cases, by calling the school's tuition assistance coordinator if the local tuition assistance coordinator has questions please contact the Office of Catholic Schools at (313) 237-4661.

Process for Responding to Phone Calls and Email Messages Regarding Tuition Assistance

Many of your questions will be answered within the body of this information letter, please take time to review and reference as needed throughout this process. It is important to note that the Office of Catholic Schools does not have the staff to address the large volume of calls that are received during this time. That is why parent calls will be referred to the local school's tuition assistance coordinator. Your concerns are important to us. The following will be the action in which your emails and phone calls will be addressed.

Emails

If you email the Office of Catholic Schools (lipsmeier.melissa@aod.org), please allow time for a response. Also, please make sure that your question is not related to filling out, uploading or providing information for the application process. All questions that are application related should be directed to FACTS, this includes calls from schools.

Phone Calls

If you have a specific question, please allow up to 48 hours (2-days) from the time the Tuition Assistance Coordinator receives the message, not the time you left it. If the AOD Tuition Assistance Coordinator may be out of the office for several days at a time, so please be aware of deadlines and allow enough time for a response. Many of your questions are answered in this letter, please review carefully. Thank you.

