

## TUITION – FACTS MANAGEMENT SYSTEM

The Diocese of Allentown mandates all tuition payments be processed through the FACTS Management System. The FACTS Management System distributes invoices, collects tuition, and allows us to distribute scholarship money. Listed below is important information regarding the use of the FACTS Management System.

1. If you are a returning family, there is no need for you to renew your FACTS account. It will be rolled over to the new school year automatically. There is an annual administration fee for all accounts that use the 10 payment, 4 payment or 2 payment option. You must however, reapply each year if you are interested in receiving a scholarship.
2. If you are changing the bank/account information from where your tuition payment is coming from you need to sign on to your account and make that change.
3. **Any family who wish to apply for scholarships must apply through the FACTS system and meet the Diocese requirements.**

### Financial Aid Requirements:

1. Go to the St. Anne website: [www.stanebethlehem.org](http://www.stanebethlehem.org), click on the parent tab, click on FACTS information, click on FACTS link (<https://online.factsmgt.com/Signin.aspx>)
2. Sign into your existing account. Click on Grant Management
3. Complete the required information.
4. Submit to FACTS the required tax documentation (1040 for 2016, W-2's for 2016). You can mail or fax the required documentation or upload it. You are able to adjust or correct information even after you submitted your application.
5. No financial aid will be awarded without applying through the FACTS Management System and all documentation received by FACTS.
6. There is an administration fee to be paid at the end of the application to FACTS before application is accepted.

### EPSF Scholarships:

1. Scholarships are based on the number of dependents on your tax forms not your household size.
2. Applications must be completed by **May 15, 2017**.
3. Income limits for EPSF Scholarships are:
  - Family of 2 (1 working parent + 1 child) is eligible with a household income not to exceed \$93,178.
  - Family of 3 (2 working parent + 1 child) is eligible with a household income not to exceed \$93,178.
  - Family of 4 (2 working parents + 2 children) is eligible with a household income not to exceed \$108,708
  - Family of 5 (2 working parents + 3 children) is eligible with a household income not to exceed \$124,238.

Please direct any questions to Rayann in the School Office – 610-868-4182 X11