

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/financial aid 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. DO NOT create another account. There is an annual administration fee for all accounts that use the 2 payment, 4 payment and 10 payment option.
- 2. If you want to apply for financial aid/scholarship you must apply every year.**
3. If you are changing the bank/account information from where your tuition payment is coming from you need to sign into your FACTS account and make that change.
- 4. Any family who wants to apply for financial aid/scholarship money must apply through the FACTS Management System. No financial aid/scholarships can be awarded without applying properly.**

Financial Aid Requirements:

1. Go to the St. Anne website: www.stannebethlehem.org, click on the parent tab, click on FACTS information, click on the FACTS link: <https://online.factsmgt.com/signin.aspx>
2. Sign into your existing account. Click on Grant Management
3. Make sure you have changed the school year to 2019/2020
4. Complete the application and submit to FACTS the required tax documentation (1040 for 2018 and W2's for 2018). You can mail, fax or upload the required documentation. You can adjust or correct information even after you submitted your application.
5. No financial aid/scholarships will be awarded without applying through the FACTS Management System and all required documentation is received by FACTS.
6. There is an administration fee to be paid at the end of the application to FACTS before the application is accepted.
7. Financial Aid/ scholarships are based on the number of dependents on your tax forms.
8. Applications MUST be completed by June 20, 2019.
9. Income limits for Financial Aid are:
 - a. Family of 2 (1 parent + 1 child dependent) household income not to exceed \$100,608.00.
 - b. Family of 3 (2 parents + 1 child dependent) household income not to exceed \$100,608.00.
 - c. Family of 4 (2 parents + 2 children dependents) household income not to exceed \$116,216.00.
 - d. Family of 4 (1 parent + 3 children dependents or 2 parents + 3 children dependents) household income not to exceed \$131,824.00.

Please direct any questions to Rayann in the School Office – 610-868-4182 x 11