

## 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. There is an annual administration fee for all accounts that use the 10 payment, 4 payments or 2 payment option. You must however, reapply each year if you are interested in receiving a scholarship/financial aid.
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/financial aid 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.factsmgmt.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 2017, W-2's for 2017). You can mail or fax the required documentation or upload it. You can 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 June 22, 2018.
3. Income limits for EPSF Scholarships are:
  - Family of 2 (1 parent + 1 child) is eligible with a household income not to exceed \$93,644.
  - Family of 3 (2 parents + 1 child) is eligible with a household income not to exceed \$93,644.
  - Family of 4 (2 parents + 2 children) is eligible with a household income not to exceed \$109,252
  - Family of 5 (2 parents + 3 children or is eligible with a household income not to exceed \$124,860.

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