



Financial Aid for Families with Children Attending Sacred Heart School

Financial aid is awarded each year to families with children in our school in grades K-8. Awards are made based on financial need.

To set up a FACTS account to apply for aid at Sacred Heart School:

- Go to <https://online.factsmgt.com/signin/3D9RB>
- Click "create user name & password"
- Follow the online instructions to set up your account.

How to apply for aid at Sacred Heart School: (one application per family)

- Log into your FACTS account at <https://online.factsmgt.com/signin/3D9RB>
- Click "Start Application" and follow the online instructions. The online application is very user friendly.
- The application fee is due at the time the application is submitted. Forms of payment include debit cards, 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. (check list on back of this form)
- Paper applications are no longer available. If you need to arrange assistance in completing the online application contact Mrs. Focht at 610-373-3316 or gfocht@sacredheartreading.org

Pasos sencillos para inscribirse en un plan de pago o solicitar ayuda financiera:

- Si ya tiene una cuenta de FACTS, elija "Ingresar" y use su usuario y contraseña existentes. Si es un usuario nuevo de FACTS, elija la opción "Crear usuario y contraseña".
- Luego, haga clic en Configurar plan de pago o Comenzar solicitud.
- Elija el año escolar adecuado.
- Complete los pasos a medida que se le solicite.

***Para poder recibir ayuda financiera, debe completar una solicitud de ayuda financiera de FACTS además de configurar un plan de pago.

FACTS Grant & Aid Checklist

- Copy of either of the last 2 year's IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return. If applicant and co-applicant file separately, we require both tax returns for the same tax year.
- Copies of all appropriate year W-2 Wage and Tax Statements for both the applicant and co-applicant Note: if you are applying before you have received the W-2 Wage and Tax Statements, please submit them as soon as they become available.
** 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 appropriate year Federal Form 1040 Tax Return.
- Copies of all supporting tax schedules if you have income from any of the following*:
 - Business – (Form 1040 Line 12) Attach Schedule C or C-EZ and Form 4562 Depreciation and amortization.
 - Farm – (Form 1040 Line 18) Attach Schedule F and Form 4562 Depreciation and Amortization
 - Rental Property – (Form 1040 Line 17) Attach Schedule E (page 1)
 - S-Corporation – (Form 1040 Line 17) Attach Schedule E (page 2), Form 1120S (4 pages), Schedule K-1 and Form 8825
 - Partnership – (Form 1040 Line 17) attaché Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
 - Estates and Trusts – (Form 1040 Line 17) Attach Schedule E (Page 2), Form 1041 and Schedule K-1
- 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).

Please allow 2 to 4 weeks for your application and supporting tax documents to be processed.

We are unable to verify receipt of documents until they are scanned into our system, which takes approximately 2 weeks. Faxed applications will not be accepted. Application deadlines are set by the school or institution awarding the scholarships. If you are applying after a given deadline date, please contact your school or institution to ensure that your application will be accepted. It is recommended that you keep a copy of your application for your records.

NOTE: Award decisions are not made by FACTS, but by Sacred Heart School.