



## REVISED PARENT INFORMATION LETTER

(Revised sections are located in the square)

### 2018-2019 School Year

ANNUAL TUITION ASSISTANCE PROGRAM

The Archdiocese of Detroit will be contracting with FACTS Management, a third-party contractor, to process the (School Year) Tuition Assistance applications for families who wish to apply for the Archdiocesan Tuition Assistance Grant. It is important to note that the Independent contracts and other services that FACTS Management provides are separate from the Archdiocesan Tuition Scholarship which is funded by the Stewards for Tomorrow Campaign and the Archdiocesan Endowment.

#### **What is the Archdiocesan Tuition Assistance Program?**

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.

#### **New Awarding Amounts**

Note: 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 along with their application. 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. This year, 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. It's imperative that you have the application and all supporting documents in by the deadline date of April 30, 2018 in order to be eligible for one of the three tiers. Round two applications will be accepted, but you 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 I 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 Schools/Tuition Assistance). Look for the FACTS Grant & Aid link.** There is a \$30 on-line application fee. Please follow the payment instructions indicated on the application.

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

Yes, the pastor's signature form is mandatory. You must be an active parishioner in a parish within the Archdiocese of Detroit. The Pastor Signature Form is also available on line and must be submitted to your school's tuition bookkeeper or assigned tuition person to be entered into your application. Please review the section on time-lines below.

The pastor or associate pastor will be required to sign the application for all applicants who applied from his parish; a name stamp may be used as well. If the pastor does not verify that you are an active parishioner by his signature/stamped signature, your application cannot be processed under the requirement of the Archdiocese Grant guidelines.

### **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. Check with your school for details. 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. It is important to note that although some may have the application available before others; it does not influence the order of awarding grants.

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

## TIME-TABLE FOR 2018-2019 ARCHDIOCESAN TUITION ASSISTANCE PROGRAM.

1/19/2018

Online Application open for Round 1

### THIS SECTION REVISED AS OF 2/20/18:

Check with your School Pastor's Signature Form must be signed and submitted to the  
To receive the deadline date School's Tuition Bookkeeper or the assigned Tuition Assistance  
Usually on or before 4/13/18 person at the school. The school will check your pastor's  
signature into the application, using your applicant I.D. Number or  
name.

Note: In order for the school to have time to check in your pastor's signature sheet before the April 30<sup>th</sup> deadline, it is advised that you try to get the form to the school 2 weeks prior. Check with your school to see if they have assigned a deadline to receive the pastor's signature sheet. If not, please have it to the school on or before April 13, 2018 to give the school time to check in before the deadline date of April date for the pastor's s (April 13), it is advisedThe school needs to receive your pastor's signature sheet

**IMPORTANT: PARENTS YOU DO NOT NEED TO UPLOAD THE PASTOR'S SIGNATURE SHEET INTO YOUR FACTS APPLICATION, THE SCHOOL WILL CHECK YOUR PASTOR'S SIGNATURE SHEET INTO THE SYSTEM.**

4/30/2018

**Round 1 DEADLINE for on-line applications**

5/30/2018

Award notifications announcing Round 1 grant awards or denials will be emailed (or mailed) to applicants and will be available online for schools. The Office of Catholic Schools will not be able to address phone calls until after the 2<sup>nd</sup> Round notifications have been posted. Thank you for your patience.

6/29/2018

**Round 2 DEADLINE for on-line applications**

Who is Eligible for Round Two?

- If the applicant did not get their application completed in the FACTS system by the Round 1 deadline date, he/she will be considered in Round 2; however, the applicant can only receive the 3<sup>rd</sup> tier amount of \$800 per student if they are awarded.
- Anyone who has filed a 2017 tax extension will still have the opportunity to apply for Round 2.

Application status must show complete and the school must check that your pastor's signature sheet has been received.

**TIME-TABLE FOR 2018-2019 ARCHDIOCESAN TUITION ASSISTANCE PROGRAM.**  
(Continued)

7/30/2018	Award notifications announcing Round 2 grant awards or denials will be emailed (or mailed) 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.
August 31	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 me accessing my status in my FACTS account, will the school know my award status?**

The School will be able to access 2 reports.

Round 1 – 1<sup>st</sup> 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 – 2<sup>nd</sup> Report:  
& **Final Report** Award notification on July 30, 2018 will be the final report indicating the status of the applicant's award. List all of the applicants whose application shows pastor's signature page verification and "Complete" status in the FACTS application. The Round Award Notification will be posted on July 30, 2018 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.

**If you are filing a Tax Extension:**

If you are filing a tax extension and will not be able to submit your 2017 tax return by the 1<sup>st</sup> Round deadline, you will **not** be eligible for the 1<sup>st</sup> Round of Awarding. In this case you will be allowed into the 2<sup>nd</sup> Round awarding and will only be eligible for the 3<sup>rd</sup> tier award of \$800 per student if you qualify. To be eligible for the 2<sup>nd</sup> Round you must complete the following steps by 6/29/2018.

1. Submit your **2016 1040 Federal Income Tax return** along with your **2017 W2s (if applicable) to your online application with FACTS.**
2. Send an email to Angela R Naylor (naylor.angie@aod.org), Tuition Coordinator for the Archdiocese of Detroit to get the Tax Extension Form. Once she receives the form, she will go into the FACTS system and waive your 2017 tax return requirement. (The school cannot waive the tax requirement for the AOD tuition

assistance.)

3. You must meet all other requirements, including having your pastor's signature signed and submitted to the school between the dates of January 19, 2018 – February 19, 2018.

### **New Catholic Families (NCF)**

New Catholic Families are defined as any family who enroll their student in a Catholic School for the first time in the Archdiocese of Detroit after the deadline date of April 30. 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 is only required after the April 30: Please contact Angela R. Naylor via email at [naylor.angie@aod](mailto:naylor.angie@aod) and request a NCF Pastor's Signature Sheet. Make sure you inform the school when you enroll that you are a New Catholic Family. The Archdiocese of Detroit Tuition Assistance Coordinator will check NCF in your FACTS application once you return the NCF Pastor's Signature Sheet.

### **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 (see the section "What is the Time-Table for 2018-2019...").
- 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 – 12<sup>th</sup>.
- **Revised:** The Pastor Signature Form must be signed and given to the tuition administrator at your school, (again you do not have to upload this sheet into your application). Please make sure that you get this sheet to your school at least two week prior to the deadline date of April 30<sup>th</sup> so that they can check in before April 30<sup>th</sup>.

### **Additional Information:**

- Complete only one application per family regardless of the number of school children or where they attend school. Please make sure all eligible student names are included on the application.
- If one child in your household (K-12) receives the grant, all children in your 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.
- **Revised:** If you have students at more than one school, you only need to have one Pastor's Signature Sheet signed. You may select what school you want to check in the sheet. It may be a good idea to give your school a copy and make sure your mark it "Already Checked in by Another School"

### **Questions Regarding the Process**

The official title of the tuition grant is “Archdiocesan Tuition Assistance Grant”. FACTS Management is the third party contractor that processes the Archdiocesan Tuition Assistance Grant applications. 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 some cases, by calling the AOD recorded voice message at (313) 237-5767. All award decisions are made by the Archdiocese of Detroit based on eligibility and financial need. If you wish to speak with the Archdiocese of Detroit Tuition Coordinator, please call Angela R. Naylor at (313) 237-5775.

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

Many of your questions will be answered within the body of this Parent Information Letter, please take time to review and reference as needed throughout this process. In the event that you have additional questions, please email the questions to [Naylor.angie@aod.org](mailto:Naylor.angie@aod.org). It is important to note that we do not have the staff to address the large volume of calls that are received during this time; however, your concerns are important to us. The following will be the action in which your emails and phone calls will be addressed.

#### **Emails:**

Emails can generally be responded to within a 24 hour time frame (from the time that the email is actually reviewed, not the time that you actually emailed). If you email the Office of Catholic Schools ([Naylor.angie@aod.org](mailto:Naylor.angie@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 Coordinator receives the message, not the time you left it. It is common practice that a message will be left on the recording if the coordinator will be out of the office for several days. If you have a question that has been asked by a large group of people, the Tuition coordinator will reply to all of those calls in one recorded message that can be accessed by dialing (313) 237-5767. To reiterate, many of your questions are answered in this letter, please review carefully. Thank you.

Due to the volume of calls during this time, we request that all inquiries be emailed to [Naylor.angie@aod.org](mailto:Naylor.angie@aod.org). Thank you for your patience.