

# **Tuition Assistance**

***“We are committed to making every effort we can to assist families in financial need.”***

**In an effort to be good stewards of the resources entrusted to our care, and provide for equitable distribution, St. Pius X High School utilizes a Grant and Aid Assessment application process for determining financial need in allocating tuition assistance.**

**With the grace of God and the assistance of wonderful benefactors, we will continue to offer students the lasting gift of a Catholic college preparatory education by awarding tuition assistance to families that qualify.**

TO: Current and Prospective Parents of St. Pius X High School Students  
FROM: Donna Perl, Business Manager  
DATE: October 21, 2018  
RE: 2018-2019 TUITION ASSISTANCE APPLICATION

This notice provides information on the tuition assistance process for St. Pius X High School awards and The Catholic Foundation Phillip J. Maloof Scholarships. This letter does not assume that your student has been accepted for admission. New students who have applied for admission by March 1, 2017 and all returning students must apply for tuition assistance from St. Pius X High School by **March 1, 2018**. You should apply early because tuition assistance is limited and late filing will jeopardize your award. You will **NOT** be considered for tuition assistance if you have a past due balance owed to the school. However, you must still apply for tuition assistance by the deadline to be considered once your balance is paid in full. The deadline to apply for the Maloof Scholarship is **April 15, 2018**.

Tuition assistance applications are made thru the online FACTS Grant and Aid Assessment program. You must complete an online FACTS Grant and Aid Assessment application **with all required supporting documentation**. You can access the online application by clicking on the FACTS link on the homepage of the St. Pius X High School website at [saintpiusx.com](http://saintpiusx.com) or by directly accessing the FACTS website at <https://online.factsmgmt.com/signin/3GLXL>. The fee charged by FACTS for processing applications is \$30 and will be charged to you by FACTS when you submit the application.

To apply for tuition assistance, you must also be the signer on the tuition contract. All signers on the tuition contract must be listed as applicants and co-applicants on the tuition assistance application. If a student lives in a two parent household, including either biological or stepparent, both adults must be listed as applicants and co-applicants. Financial information must be submitted for both applicants and co-applicants.

An application with all supporting documentation must be submitted and verified by FACTS for any form of tuition assistance to be considered, including a Catholic teacher award. You must report your place of employment at an Archdiocese of Santa Fe school and have completed one year of employment to be eligible for the Catholic teacher award. Students must be registered at St. Pius X High School in order for a tuition assistance award notification to be issued. Tuition assistance is conditional on the student's compliance with school handbook policies and may be reduced or rescinded for non-compliance, such as multiple detentions or Saturday School.

Should you have questions or need additional information regarding tuition assistance, please contact Donna Perl, Business Manager, at 831-8441, or Melissa Ramirez, A/R Bookkeeper, at 831-8408. If you have questions about the FACTS application, you may contact a FACTS Customer Representative at 866-441-4637 and reference St. Pius X High School institution # 3413.

## **BUSINESS OFFICE TIMELINE for 2018-2019 SCHOOL YEAR**

**March 1, 2018**

### **Tuition Assistance Application Deadline for Returning Students**

Your application must include all required supporting documentation

Applications without required supporting documents are not considered to be submitted. Examples of required documents can be, but are not limited to, 1040 and W-2 forms.

Apply early - tuition assistance is limited and late filing will jeopardize your award

Students must be registered in order for a tuition assistance award notification to be issued. Registration is not complete until all registration fees are paid and a FACTS tuition payment plan has been established.

**March 24, 2108**

### **On-Site 9th Grade Registration held at St. Pius X High**

Your FACTS online tuition payment plan account must be set up by the signer(s) of the tuition contract before arriving for registration on March 24.

Set up your FACTS account by clicking on the FACTS link on the home page of the St. Pius X High School website ([saintpiusx.com](http://saintpiusx.com)) or at <https://online.factsmgt.com/signin/3GLXL>. If you have questions about the FACTS application, you may contact a FACTS Customer Representative at 866-441-4637.

Your tuition assistance application with all supporting documents must be completed by March 24, 2017

Applications without required supporting documents are not considered to be submitted. Examples of required documents can be, but are not limited to, 1040 and W-2 forms.

Apply early - tuition assistance is limited and late filing will jeopardize your award

Students must be registered in order for a tuition assistance award notification to be issued. Registration is not complete until all registration fees are paid and a FACTS tuition payment plan has been established.

**May 7, 2018**

### **Tuition Assistance Notification Awards will be issued**

**May 2018**

### **FACTS Automatic Tuition Payment Withdrawals Start**

Every student is required to have a FACTS account, even if paying in full

**July 27, 2018**

### **Deadline to withdraw without obligation to pay 2017-2018 tuition**

# Tuition Assistance Requirements

*(Additional Tuition Information is posted on the Saintpiusx.com website under Admissions)*

- All students **must be registered** for the 2018/2019 school year before a tuition assistance award notification can be issued. Registration is not complete until all registration fees are paid and a FACTS tuition payment plan is established.
- You will not be considered for tuition assistance if your student is not registered, or if you have a past due balance owed to the school. However, you must still apply for tuition assistance by the deadline to be considered once the student is registered or the past due balance is paid in full.
- The responsible person(s) on the tuition contract can apply at the FACTS link on the home page at Saintpiusx.com or by directly accessing the FACTS website at <https://online.factsmgt.com/signin/3GLXL>. If you have questions about the FACTS application you may contact a FACTS Customer Representative at 866-441-4637.
- If a student will have additional financial support from a family/relative/non-resident parent/employer etc., you must respond to the relevant question on the application with the amount of this financial contribution.
- If a student resides in a two parent household, including either biological or stepparent, financial information on both parents must be included on the tuition assistance application.
- The following information must be submitted to and verified by FACTS to complete the application process:
  - Copies of your signed 2017 Federal tax forms including all supporting tax schedules.
  - Copies of your 2017 W-2 forms
  - Note - For business tax filers, 2016 or 2017 tax returns will be accepted
  - Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation and TANF
- Documents can be uploaded online in pdf format, faxed to 866-315-9264, or mailed to FACTS Grant and Aid Assessment, PO Box 82524, Lincoln, NE 68501-2524. An uploaded version processes the best.
- Tuition assistance award notifications will be issued by May 7, 2018.

## **APPLICATION REQUIREMENTS FOR THE CATHOLIC FOUNDATION PHILLIP J. MALOOF SCHOLARSHIP FUND**

Each year, The Catholic Foundation makes scholarships available to families whose children wish to attend Catholic schools in Bernalillo County. The scholarships are funded by the Phillip J. Maloof Scholarship Fund. Helping families get the assistance they need to send their children to Catholic Schools is part of the mission of The Catholic Foundation.

***\$50,000 in scholarships will be awarded each school year.***

***Up to \$1000 will be awarded to a student.***

***Families with more than one student are limited to a total of \$1000.***

***An independent committee decides on scholarship awards.***

### **ELIGIBILITY**

- Financial need is the first criteria.
- Student must be registered at St. Pius X High School for the 2017/2018 school year.
- Applicant must reside in **Bernalillo County**.
- Deadline to apply for Maloof scholarship is **April 15, 2018**.

Applying online is the fastest and most direct method of submitting your application. If you choose not to apply online, paper applications are available in the Business Office in St. Francis Hall.

In addition to submitting an application, the following documents must be sent to FACTS Grant & Aid Assessment, P.O. Box 82524, Lincoln, NE 68501-2524 or FAXED to 866-315-9264.

*Copies of your current Federal Tax Return*

***If applicant applied for an extension to file their 2017 income tax return, applicant will not qualify for a Maloof Scholarship.***

**ONE COMPLETED FACTS APPLICATION AND ONE PROCESSING FEE OF \$30 AUTOMATICALLY SUBMITS YOUR APPLICATION FOR BOTH ST. PIUS X HIGH SCHOOL TUITION ASSISTANCE COMMITTEE AND THE CATHOLIC FOUNDATION PHILLIP J. MALOOF SCHOLARSHIP COMMITTEE. HOWEVER, PLEASE NOTE THAT THE INCOME TAX REQUIREMENTS AND APPLICATION DEADLINE FOR THE TWO AWARDS ARE DIFFERENT.**

Contact **Michele B. Romero at the Catholic Foundation 872-2901**, with any questions.

# Registration and Tuition Payment FAQs 2018-2019

- ❖ What if I can't make it to the incoming freshman registration day on March 24, 2018?
  - You will need to make an appointment to meet with the St. Pius administrative staff to complete class scheduling and payment arrangements. Call 831-8400 for an appointment.
  
- ❖ How can I pay registration fees?
  - Credit/Debit card only at time of online registration. Registration is not complete until all registration fees are paid and a FACTS tuition payment plan is established.
  
- ❖ What happens to my paid registration fee if my student cannot attend?
  - The portion of the registration fee that is refundable will be returned to you provided written notice of withdrawal is given to the school prior to July 27, 2018. Financial obligations apply for withdrawal after July 27, 2018.
  
- ❖ What do I need to do for tuition payments?
  - FOR 9th GRADERS AND TRANSFER STUDENTS- a FACTS online tuition payment plan account must be set up by March 24, 2018 by the signer(s) of the tuition contract in order for your registration process to be complete.
  - Forms can be completed by clicking on the FACTS link on the home page at [saintpiusx.com](http://saintpiusx.com) or by directly accessing the FACTS website at <https://online.factsmgt.com/signin/3GLXL>.
  - The FACTS agreement requires:
    - Student's name and grade, parent's name, address, phone number(s), email address, banking information such as routing and account number or credit card information, selection of a payment date and plan option (pay in full, semi-annual, quarterly, monthly, bi-monthly)
  - FOR RETURNING STUDENTS - your prior year FACTS agreement will roll over to the next year until the student graduates. No need to create another agreement. The FACTS program will use the same payment plan as the previous year unless you specify otherwise on your online registration under payment options.
  - IF YOU HAVE BOTH A RETURNING STUDENT AND A NEW STUDENT - your new student can be added to your existing FACTS account. Please email this request to Melissa Ramirez, AR Bookkeeper, at [mramirez@spxabq.org](mailto:mramirez@spxabq.org). Please state the student name/grade on email request.
  - A one time enrollment fee may be charged by FACTS based on the payment plan option that you choose. FACTS will also charge a service fee for payments made by debit/credit card.
  - If there is a difference between the payment plan option you select in FACTS and the payment plan option you select on your online registration form, the option on the registration form will be used.

- ❖ **What if I am responsible for paying only half of the tuition and another person is responsible for the other half?**
  - **The person(s) signing the tuition contract is responsible for payment. If another person is sharing the cost with the responsible party, he/she must confirm in writing to the business office the amount of financial obligation they are assuming.**
  - **Both parties must complete an online FACTS agreement for their share of the financial obligation.**
  
- ❖ **Where do I apply for tuition assistance?**
  - **The responsible person(s) on the tuition contract can apply online by clicking the FACTS link on the home page at SaintpiusX.com or by directly accessing the FACTS website at <https://online.factsmgmt.com/signin/3glxl>.**
  
- ❖ **Can I still apply for tuition assistance if my student is not yet registered?**
  - **Yes. The responsible party on the tuition contract must still apply by the deadline; however, your student must be registered to receive a tuition assistance award notification.**
  
- ❖ **What information is needed when applying for tuition assistance?**
  - **Copies of your 2017 tax return**
  - **Copies of your 2017 W-2 forms**
  - **Note: For business tax filers, 2016 or 2017 tax returns will be accepted**
  - **Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Worker's Compensation and TANF**
  - **A \$30 nonrefundable FACTS application fee paid online after completing application**
  
- ❖ **When will I be notified if I receive tuition assistance?**
  - **Award notifications will be issued by May 7, 2018.**
  
- ❖ **Are loans available to pay for tuition?**
  - **Loans may be available through Your Tuition Solution. This company is independent of St. Pius X High School. Loan decisions are not made by St. Pius but by the Your Tuition Solution company. For more information, visit [www.tuitionolutions.com](http://www.tuitionolutions.com) or call the company at 800-920-9777.**
  
- ❖ **Who do I call with questions about paying registration, tuition and tuition assistance?**
  - **Please contact Donna Perl, Business Manager, at 831-8441 or Melissa Ramirez, AR Bookkeeper, at 831-8408.**



**FACTS**  
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## Grant & Aid Assessment

FACTS Management makes quality education affordable for families by assisting schools in awarding financial aid. We work with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.

To apply for financial aid, visit [online.factsmgt.com/aid](https://online.factsmgt.com/aid).

FACTS Customer Representative 866-441-4637

Monday - Thursday 10:00 am - 7:00 pm Central Time and Fridays 10:00 am - 5:00 pm Central Time

After completing the online application, you will need to upload or fax all required supporting documentation. Uploaded documents must be in PDF format and the size of each document must be less than 20 MB. If you are unable to upload, fax the required documents to 866.315.9264. Please **DO NOT** use your mobile device to photo copy required documents due to problems with legibility.

The following supporting documents are **required** to complete the application process:

- Copy of the most recent **IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return** (the year of the tax return depends on the tax requirements of the school). If applicant and co-applicant file separately, we require both tax returns for the same tax year. We do not require State Tax Returns.
- Copies of **all the current year W-2 Wage and Tax Statements** for both the applicant and co-applicant. **NOTE:** If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.
- Copies of all supporting tax documents if you have business income/loss from any of the following:
  - Business** - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
  - Farm** - send Schedule F and Form 4562 Depreciation and Amortization
  - Rental Property** - send Schedule E (page 1)
  - S-Corporation** - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
  - Partnership** - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
  - Estates and Trusts** - send Schedule E (page 2), Form 1041 and Schedule K-1

**\*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 current year Federal Form 1040 Tax Return.**

- 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). If you do not file a tax return, you are **required** to provide documentation of all income received.

\*All documentation received is imaged upon receipt and then destroyed.

You may login to your FACTS user account to review the status of your application. **Please allow 2 weeks processing time from the date you provided the supporting documents before inquiring further about receipt and/or status of the uploaded or faxed documents.** Application deadlines are set by the institution awarding the scholarships. If you are applying after the deadline, please contact your school to ensure that your application will be accepted.

\*A non-refundable application fee may be required before your application will be submitted.

**NOTE: Award decisions are made by the institution providing the scholarship, not FACTS.**

For more information, visit [FACTSmgt.com/grant-and-aid](https://FACTSmgt.com/grant-and-aid)





