



# Tuition Assistance Program

## Parent Information

### WHAT IS THE ARCHDIOCESAN TUITION ASSISTANCE PROGRAM?

Through the generosity of donors to the Stewards for Tomorrow Campaign, an endowment fund was created which provides tuition assistance grants to our Catholic families. Each year, awards will be made to offset tuition expenses for children of Catholic families who establish need and who both reside within the Archdiocese of Detroit AND whose children attend the traditional kindergarten through 12<sup>th</sup> grade in Catholic schools located within the boundaries of the Archdiocese of Detroit.

### FINANCIAL NEED

A family establishes financial need by completing the FACTS online application and providing all supporting documentation by March 31<sup>st</sup>, the deadline for applying for the upcoming academic year. There will be no extensions of this due date and all families must have a completed application and all supporting documents submitted to FACTS by this date.

### PASTOR VERIFICATION DOCUMENT

Your family's FACTS application must be supported by a completed Pastor Verification Form, signed by your family's Catholic pastor and submitted to one of your children's schools. Your Catholic pastor must be from a Catholic parish located within the physical boundaries of the Archdiocese of Detroit.

In order for your family's application to be considered, the school must indicate receipt of this document in your family's online FACTS application by the application deadline, March 31<sup>st</sup>. If you have children attending different Catholic schools, only one form submitted to one of the schools is necessary. Please monitor your family's application to ensure the timely recognition of your Catholic pastor's verification and contact your child's school if you have any concerns.

### AWARDS

All Tuition Assistance awards will be made by the school indicated on your FACTS application as the child's first choice. Amounts awarded are at the discretion of your child's school. Please check with your school's tuition administrator to follow up on your family's application and award.

### TRANSFER STUDENTS

There is no guarantee that the award is transferrable if your child ultimately enrolls in a different Catholic school. However, your child's new school may have some scholarship or tuition assistance dollars that it can use to support your child's tuition.

## FACTS MANAGEMENT

The Archdiocese of Detroit's Tuition Assistance Program uses FACTS Management, a third-party contractor, to process tuition assistance applications. It is important to note that the independent contracts and other services that FACTS Management provides are separate from the Archdiocesan Tuition Assistance program.

# Frequently Asked Questions

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## MUST FINANCIAL NEED BE DEMONSTRATED?

Yes, financial need must be demonstrated. The FACTS application must be completed by each family and submitted through the online application process. The family's income, resources, and core expenses will be primary factors in determining need.

## HOW DO I APPLY?

FACTS applications can only be completed online. The link to the FACTS application portal should be on your school's webpage. It will also be available on the Archdiocesan website by going to <https://www.detroitcatholicschools.org/tuition-assistance-scholarships>. There is a fee to apply. Please follow the payment instructions indicated on the application.

**Receiving an award in previous years does not guarantee an award for the current year.**

## IS THE PASTOR VERIFICATION FORM MANDATORY FOR THE AOD TUITION ASSISTANCE AWARD?

Yes, the Pastor Verification document is mandatory. It must be completed and your school must indicate that it has been received in your FACTS application by March 31<sup>st</sup>. You must be an active parishioner in a Catholic parish within the Archdiocese of Detroit. The Pastor Verification document is available on the AOD website and must be submitted to your school's tuition assistance coordinator to be entered into your family's application. The school cannot complete this final step until your application shows "Complete" in the FACTS system. If the Pastor Verification is not turned in, your application cannot be processed under the requirement of the Archdiocese's program guidelines.

## DO SOME SCHOOLS HAVE INDEPENDENT CONTRACTS WITH FACTS?

Yes, some schools have independent contracts with FACTS to process tuition assistance and scholarship funds. Independent school contracts may have different guidelines, deadlines, and required fees to qualify. Check with your school for details.

If you are applying to a school that has its own financial aid or scholarship program, make sure you check both the school and the AOD on your FACTS online application in order to be considered for both programs.

# Time-Table for Archdiocesan Tuition Assistance Program

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**JANUARY 15** *Online Application opens*

**MARCH 31** *DEADLINE for on-line applications and Pastor Verifications*

## 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.
- The family must be Catholic.
- The family must be active parishioners in a Catholic parish that is located within the physical boundaries of the Archdiocese of Detroit.
- Students must be in Traditional Kindergarten – 12th grade in Catholic Schools located within the AOD. Preschool and Early Kindergarten students are not eligible.
- The Pastor Verification Form must be signed and given to the tuition assistance coordinator at your child(ren)’s school, who must mark the form received in the FACTS system by the March 31st.

## ADDITIONAL INFORMATION

- Complete only one application per family regardless of the number of school children or school. Please make sure all eligible student names are included on the application.
- 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 award 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 located within the AOD for the current school year.
- Appeals of the award determination may be made only to your child’s school.