



Saint Joseph  
Catholic School

## Financial Aid Process

**All families seeking financial aid must complete an application with  
FACTS Grant and Aid <https://online.factsmgt.com/aid>**

FACTS Customer Care Representative at 1-866-315-9262. Note: Award decisions are not made by FACTS, but the organization providing the award. **FAX (1-866-315-9264) all supporting documents to FACTS – Must be submitted by noon on March 1<sup>st</sup> to be processed in time.**

There are four sources of aid:

1. The Catholic Diocese of Richmond has allocated funds from the McMahon Parater Foundation for Education (MPFE) for tuition assistance for all qualified students.
2. The Catholic Diocese of Richmond has allocated funds from the Parish Sharing Fund for Catholics who qualify for MPFE for the upcoming school year.
3. Through the Education Improvement Scholarship Tax Credits, (EISTC), funds are given to qualified students in at least one of the qualifications provided: eligible to enter kindergarten or first grade, or attended a Commonwealth public school for at least half of the current or prior school year, or were residents of VA during the preceding school year, or are prior recipients of a scholarship under this program. Additionally, the student's family's annual household income must be less than 300% of the current poverty guidelines. For students with disabilities, the student's family's household income must be less than 400% of the poverty level.
4. Saint Joseph Catholic School receives designated donations which are allocated for financial aid.

**All Applications AND Supporting Documentation for tuition assistance  
must be submitted via FACTS by March 1<sup>st</sup>.**

**For you to be considered for Financial Aid through SJS you must meet our  
deadlines: to qualify for Round 1 deadline – March 1<sup>st</sup>  
to qualify for Round 2 deadline – June 1<sup>st</sup>**

Apply for school and diocesan financial aid: Applicants can apply online at <https://online.factsmgt.com/aid>

Should you not have access to a fax, our office can assist in sending your documentation. Supporting documents must be submitted to complete the application.

## Financial Aid Process cont'd

We have a bilingual staff member who can assist you with the application process if needed. Should you need the service of our bilingual staff member, we request that you make an appointment to ensure her availability.

The following information is required for FACTS to process your application:

1. Complete online application (\$30 application fee can be paid with a credit card or by checking account.)
2. Copies of your previous year IRS Federal Form 1040 or 1040 EZ, US Individual Income Tax Return. If applicant and co-applicant file separately, FACTS requires both tax returns for the same tax year.
3. Copies of all previous year W2 and tax statements for both applicant and co-applicant.
4. Copies of all supporting tax schedules if you have income from any of the following\*:
  - a.) Business – (Form 1040 Line 12) Attach Schedule C or C-EZ and Form 4562 Depreciation and Amortization.
  - b.) Farm – (Form 1040 Line 18) Attach Schedule F and Form 4562 Depreciation and Amortization.
  - c.) Rental Property – (Form 1040 Line 17) Attach Schedule E (page 1).
  - d.) S-Corporation – (Form 1040 Line 17) Attach Schedule E (page 2), Form 1120S (4 pages), Schedule K-1 and Form 8825.
  - e.) Partnership – (Form 1040 Line 17) Attach Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
  - f.) Estates and Trusts – (Form 1040 Line 17) Attach 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 the previous year Federal Form 1040 Tax Return.**

- 5.) Copies of 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).

You must be enrolled at Saint Joseph Catholic School for the upcoming school year and have completed an online FACTS application to be considered for any of these funds. Financial Aid award letters will be mailed to eligible families upon determination.