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Office of Catholic Schools

January 2018

Dear Parents/Guardians:

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For the 2018-19 school year, we will again be conducting the financial need analysis for all schools in the Diocesan School System through **FACTS Grant and Aid Assessment**. Families applying for financial aid will need to complete an online application and submit the necessary supporting documentation to **FACTS Grant & Aid Assessment** by **April 15, 2018**. Applicants can apply online by first clicking the link: <http://www.dioceseofscranton.org/catholicschools/apply-for-tuition-assistance/> and then clicking on the school which your student(s) attend(s).

- If you currently use the FACTS tuition management program, you can use your current login information once you reach the FACTS page.
- If you are a new user, please create a login name and password once you reach the FACTS Grant and Aid page.
- If you have children at multiple schools, you only need to fill out one application per family. It does not matter which school link you use.

Once an online application has been completed, the following information will need to be sent to FACTS to complete the application process:

- Copies of your 2017 Federal tax forms including all supporting tax schedules.
- Copies of your 2017 W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.
- Copies of your most recent utility bill (gas, water or electric) or your 2017 state tax return.

All supporting documentation can be uploaded in pdf format online. Documentation can also be mailed to the address below. **Please be sure to include the applicant ID on all mailed correspondence.**

FACTS Grant & Aid Assessment  
 P.O. Box 82524  
 Lincoln, NE 68501-2524

If you have questions or concerns about the application process, you may call a FACTS Customer Care Representative at 866-441-4637. Additionally, you may call your schools tuition representative. The list of School Tuition Representatives can be found on the enclosed page.

Many thanks for your commitment to Catholic Education.

Sincerely,

Monsignor David L. Tressler, M.Div., M.S., M.Ed.  
 Diocesan Secretary for Catholic Schools/Superintendent of Schools

## Catholic Schools' Business Office Tuition Representatives

- Alicia Busch (570) 558-4344
  - Holy Cross High School
  - Holy Redeemer High School
  
- Tara Adams (570) 558-4343
  - Notre Dame Elementary School
  - Notre Dame High School
  - Msgr. McHugh Elementary School
  - St. John Neumann Junior/Senior High School
  - St. John Neumann Elementary School
  
- Katie Henry (570) 558-4341
  - Holy Rosary School
  - Epiphany Elementary School
  - St. Agnes Elementary School
  - Wyoming Area Catholic
  - St. Clare/St. Paul School
  - All Saints Academy
  - Holy Family Academy
  
- Jean Scorey (570) 558-4342
  - Our Lady of Peace School
  - LaSalle Academy
  - St. Nicholas/St. Mary's Elementary School
  - St. Mary's Mt. Carmel School
  - St. Jude's Elementary School
  - Good Shepherd Academy