



DIOCESE OF METUCHEN

Department of Education

January 2018

Dear Parent or Guardian,

Thank you for choosing to give your child(ren) the gift of a Catholic school education, a gift that I know is given at great sacrifice for many families.

For the 2018-2019 school year, we are blessed to make our tuition scholarship program available to families who are in need of financial aid. Scholarships are made possible through *The Foundation for Catholic Education (FCE)*, an endowment fund that provides financial support to aid low and moderate income families who send their children to our elementary and high schools.

To be eligible your child(ren) must be Catholic, must be entering grades K-12 in September 2018, must be registered with your household in one of the parishes within the Diocese of Metuchen (please see the list of eligible parishes on the back of the Application Instructions Form), and must attend 1 of our 22 diocesan, parochial, or regional elementary schools, or Bishop Ahr or Immaculata High School. Students attending the two private high schools in our Diocese (St. Joseph High School and Mount Saint Mary Academy) will need to seek assistance directly from those schools.

Families that require computer access and/or assistance with the online application may register for one of two FACTS Online Application Workshops. Staff and FACTS representatives will be on-hand to walk families through the application process. Both workshops will have Spanish-speaking staff available to assist families.

Application instructions, deadlines, and a list of the application workshop dates and locations are attached. Please note, **you are responsible for ensuring that your family is officially registered as members of a parish in the Diocese of Metuchen. No application will be considered if the parish you declare on you application cannot verify that you are officially registered.** Please call your parish if you are uncertain about your registration status. If you have application questions, please call our Tuition Assistance Hotline at 732.562.1990, ext. 1610.

Thank you for the blessing you are to our children and our church and for your continued commitment to Catholic school education.

Faithfully yours in Christ,

Rev. Msgr. Michael J. Corona, PA, KCHS
Executive Director, Department of Education

Enclosures

Diocese of Metuchen ~ FCE Scholarship Fund
FACTS Grant & Aid Assessment
Online Application Workshops
2018

Parents/Guardians who need assistance with the online application, or access to a computer, must register for a specific workshop. To register, please go to: www.diometuchen.org/tuition-assistance and select “Workshop Registration.” Available workshop locations, dates and times are:

Perth Amboy Catholic Upper School, 500 State Street, Perth Amboy

Wednesday, January 24, 2018, 2 pm to 4 pm and 6 pm to 8 pm (Spanish Translator Available)

Perth Amboy Catholic Primary School, 613 Carlock Avenue, Perth Amboy

Monday, February 12, 2018, 2 pm to 4 pm and 6 pm to 8 pm (Spanish Translator Available)

If you wish to begin filling out your application at the workshop, please bring as much of the following documentation as you have available: a copy of your 2016 IRS Federal Form 1040, 1040A or 1040-EZ US Individual Income Tax Return (if Applicant and Co-Applicant file separately, we require both tax returns for the same tax year); Copies of all 2017 W2, 1099, or 1099R Wage and Tax Statements for both the applicant and co-applicant; Copies of all applicable supporting tax schedules; Copies of all supporting documentation for household non-taxable income such as Social Security Income, Welfare, Child Support, Food Stamps, Worker’s Compensation, or Temporary Assistance for Needy Families (TANF).

If you have any questions regarding the FACTS Online Application Workshops, please call
732.562.1990, extension 1610.



Foundation for Catholic Education Scholarship Fund

FACTS Grant & Aid Assessment 2018-2019 SCHOOL YEAR - Application Instructions

Eligibility Requirements:

- Student must be Catholic;
- Student must be entering grades K-12 in September 2018;
- Student must be attending one of our 22 diocesan, parochial, or regional elementary schools, or Bishop Ahr or Immaculata High School; and
- Student must be registered in one of the parishes within the Diocese of Metuchen (see list of eligible schools and parishes on reverse side or go to www.diometuchen.org/tuition-assistance for an official list).

Families applying for financial aid will need to complete an online application at <https://online.factsmgt.com/aid>. The application period is now open and will officially close on **March 31, 2018**. Online applications are available in Spanish and English. The application fee is \$30, and **must** be paid online at the time you submit your application, otherwise your application is considered incomplete and cannot be assessed. Forms of payment include debit cards, most major credit cards, or an electronic check.

Once an online application has been completed and paid for, the following information will need to be provided to FGAA to finalize the application process:

- Copies of your 2016 Federal Income Tax Return Form 1040, 1040A, or 1040EZ (as filed with the IRS) for the applicant and co-applicant, including all supporting tax schedules.
- Copies of your 2017 W-2 form/s for both you and your spouse or co-applicant.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

Supporting documentation can be scanned and uploaded in .pdf format directly to your application. Documentation can also be faxed to 866.315.9264 or mailed to FACTS Grant & Aid Assessment, P.O. Box 82524, Lincoln, NE 68501-2524. **Please be sure to include your applicant ID on all faxed or mailed correspondence. Do not mail documentation after April 6, 2018.**

FACTS Online Application Workshops are available, please see the schedule attached. If you wish to attend a workshop, please sign-up online at www.diometuchen.org/tuition-assistance. Space is limited. If you are not able to sign up for a workshop online, or have questions or concerns about the application process, please call our Tuition Assistance Hotline at 732.562.1990, ext. 1610, or speak with a FACTS Customer Care Representative at 866.441.4637.

Parishes will be asked to verify that applicants are registered parishioners. If your parish registration is not confirmed, your application will be considered incomplete and will not be reviewed for an award. If you are not registered at the Diocese of Metuchen parish you selected, you will be notified by email and it will be up to you to contact the parish and resolve the matter by **April 30, 2018**. Questions? Please call our Tuition Assistance Hotline at 732.562.1990, ext. 1610.

THE DEADLINE FOR ONLINE SUBMISSION OF APPLICATIONS TO FGAA IS MARCH 31, 2018, INCLUDING SUPPORTING DOCUMENTS (the link will be deactivated on April 16). NO APPLICATIONS WILL BE ACCEPTED BY MAIL.

