

Checklist for a Spalding Scholarship Application

- ☐ Thoroughly **read the Protocols and Procedures for details** on how to complete the application process.
- ☐ Submit the **FACTS Grant & Aid Application** online (preferred) or by mail. See contact information below.
- ☐ Pay the **\$30 application fee** to FACTS Management Company.
- ☐ Upload, fax or mail your **2017 federal income tax return and ALL supporting tax schedules and documents** to FACTS Management Company **by April 15th**.
- ☐ Upload, fax or mail your **2017 W-2 Wage & Tax Statements** to Facts Management Company **by April 15th**.
- ☐ Ask your **parish pastor to submit a recommendation** to the Diocesan Office of Catholic Schools that your family is in good standing in the parish.
- ☐ If your student received an Illinois Tax Credit Scholarship (TCS) for 2018 -2019, do not apply for a Spalding scholarship. Students are ineligible to receive a Spalding scholarship if they receive a full or partial TCS.

Apply as early as you can, but ALL DOCUMENTS MUST BE SUBMITTED BY THE DEADLINE DATE OF APRIL 15, 2018, for the application to be considered for the Spalding Scholarship.

FACTS CONTACT INFORMATION:

New: You can chat with a FACTS representative online if you have a question when completing the application.

Online application:	online.factsmgt.com/aid
Customer Service number:	(866) 441-4637
Fax number for supporting documents:	(866) 315-9264
Supporting documents & paper applications mailed to:	FACTS Grant & Aid Assessment P. O. Box 82524 Lincoln, NE 68501-2524
