



## 2018-2019 Bishop's Scholarship Fund Frequently Asked Questions (FAQ)



The mission of the Bishop's Scholarship Fund (BSF) is to help families in need afford a Catholic education. In the 2017-2018 academic year, BSF awarded \$2,500,000 in aid to families at Diocesan elementary schools in Fairfield County. Please read carefully through all of the sections below to learn how to apply. The application process begins February 1.

### Who can apply for tuition assistance?

All families who have a child or children registered or are new registrants in a Diocesan-sponsored Catholic elementary school in Fairfield County (Grades K-8) and are in financial need of tuition assistance.

### How to apply?

Complete the FACTS Grant & Aid application at [www.FACTSmgt.com](http://www.FACTSmgt.com) and submit the required supporting documentation. We highly recommend scanning and uploading documents rather than mailing or faxing, which can significantly delay the process. Please note there is a non-refundable \$30.00 application processing fee payable by credit card. Only one application per family is required annually. There is no paper application for the 2018-2019 year. You must complete the online FACTS Grant & Aid application and answer all questions applicable to the Bishop Scholarship Fund Application.

### What is the deadline?

The deadline for RETURNING students is March 15, 2018 and for NEW students April 15, 2018. Only completed FACTS Grant & Aid applications submitted online by the deadline with all required supporting documents will be considered.

### How is tuition assistance awarded?

Tuition assistance is awarded to eligible students based on:

- Program eligibility
- Financial Need
- Timing of completed application submission
- Confirmation of school registration

### When will I be notified of a decision?

Award notifications will be emailed through FACTS to returning families beginning early May 2018. New families will receive email notifications through FACTS beginning late May 2018.

### How do I accept the award?

You will be given one week to accept the award online by the designated deadline. Credit to your tuition account will be made once your registration and enrollment is complete and verified.

*Please note that although every effort is made to award tuition assistance to all those eligible for our program, there is limited funding available each year. If you are denied an award, please reach out to your school's administration immediately about additional options that may be available to you.*



## 2018-2019 Bishop's Scholarship Fund Application

### FACTS Grant and Aid Application

#### Frequently Asked Questions (FAQ)

#### **What documents will I need?**

- 2017 W-2 Forms (W-2s are mailed out in January by your employer. If not received by January 31, contact your employer.)
- 2016 Tax Return (If you do not receive W-2s, you must submit 2017 Tax Return.)
- First and second page of the Federal 1040 tax forms from the applicant and co-applicant, if applicable. The second page of the 1040 must be signed.
- Include any relevant schedules filed with your 1040.
- If you cannot locate your tax return, contact the Internal Revenue Service at 1-800-908-9946 and request a transcript.
- If you do not file taxes, contact the Internal Revenue Service at 1-800-908-9946 and request verification on non-filing.

#### **I am having trouble uploading my forms.**

It is best to scan your documents. Faxing or mailing the forms to FACTS will significantly slow down the processing of your application and may cause you to miss the deadline for completion. Please contact your school for assistance.

#### **FACTS is asking for a Schedule from my tax return, but I do not think I filed this form.**

FACTS is asking for a Schedule (often C, K, etc.) because one of the fields you completed on your tax return indicates that you filed that particular schedule. It must be submitted for your application to be considered complete.

For any questions or clarification of the FACTS application process,  
**please contact FACTS directly at (866) 441-4637.**