



# The Catholic Foundation

## *of the Diocese of Norwich*

197 Broadway • Norwich, CT 06360-4488 • (860) 886-1928 • FAX (860) 886-2651 • [www.norwichdiocesedevelopment.org](http://www.norwichdiocesedevelopment.org)  
November 29, 2018

Dear Parent/Guardian:

The Catholic Foundation of the Diocese of Norwich will again be utilizing FACTS Grant & Aid for the financial need analysis required for it to distribute tuition aid for the 2019-20 school year. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by **March 5, 2019**. **Please calendar this date and submit everything, including supporting documents by this deadline. Failure to submit everything needed by this deadline will prevent you from receiving tuition assistance.**

Applicants can apply online beginning January 1, 2019, at either your school's website or directly at [online.factsmgt.com/aid](http://online.factsmgt.com/aid). In the event you do not own a computer, please contact your school and you will be given access to a computer in order to complete the application.

In order to complete an application, FACTS charges a \$35 nonrefundable application fee per family. Please note that one application per family, not per child is required. FACTS will process only one application per family.

Once an online application has been filled out, the following information will need to be uploaded in pdf format online or faxed to 866-315-9264 to complete the application process:

- Copies of your 2017 Federal tax returns including all supporting tax schedules.
- Copies of your 2018W-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.

Please be sure to include the applicant ID on all documentation.

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 1-866-441-4637.

Sincerely,

Mary Ellen Mahoney  
Executive Director