

# TUITION ASSISTANCE AND BILLING

## INSTRUCTIONS for 2024/2025 (Updated 02-21-2024)

*If you are seeking help with your tuition this year you must do one of the following:*

**#1 - If you are a registered, practicing Catholic, apply for the John Lancaster Spalding Grant**  
**Follow instructions below under point #1.** Families that are Catholic and do not apply for the Spalding Grant will not be eligible for additional assistance through the parish. Those that qualify for Spalding but may need additional help may be eligible for Parish assistance also.

**#2 - If you are non-Catholic we are asking that you please approach your place of worship to see if they would be willing to give you some assistance. If you still need assistance, please fill out a FACTS Grant & Aid Assessment. Follow directions below under point #2.**

### **#1 Lancaster Spalding Scholarship Fund**

**Grants:** *(This grant is for Catholic families only)*

Tuition assistance scholarship grants from the endowment fund established as a result of the Diocese of Peoria ROOTED IN FAITH Campaign and named in honor of Archbishop Spalding, the first Bishop of Peoria, will be available for the 2024 - 2025 school year for students enrolled in or intending to enroll in grades kindergarten through 12 in any Catholic school located in the Diocese of Peoria whose families are members of a Catholic parish in the diocese.

All grants will be based on financial need objectively assessed. Information about the grants may be obtained from any Catholic elementary or secondary school in the Diocese of Peoria or on the Diocesan website [www@cdop.org](http://www.cdop.org): Click on **CATHOLIC EDUCATION**; then on **FINANCIAL ASSISTANCE** and then you will see all the information on the John Lancaster Scholarship Grant. **Parents are encouraged to apply online at: [online.factsmgt.com/aid](https://online.factsmgt.com/aid).** There is a non-refundable application fee of \$40.00. Families of students currently receiving grants are reminded that **all grants are for one year only and anyone seeking to renew a grant for 2024 - 2025 must reapply.** Deadline date for the completed application will be **April 26th, 2024. Please apply ASAP.** Notification of grant awards will be made by end of June 2024. Only 2023 tax documents and supporting documents may be used.

### **#2 FACTS Grant & Aid Assessment**

Families applying for financial aid will need to complete an application and submit the necessary supporting documentation along with the **\$40.00 application fee** to FACTS Grant & Aid Assessment by **April 26<sup>th</sup>, 2024**

**How to apply:**

Go to <https://online.factsmgt.com/signin/421K3>

Create a username and password to begin. (You may also use an existing username and password.)

You will need:

- Copies of your 2023 Federal Tax forms including all supporting tax schedules
- Copies of your 2023 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

All supporting documents can be uploaded in pdf format online. Documentation can also be faxed to 1-866-315-9264 or mailed to the address below. Please include applicant ID on all faxed or mailed correspondence:

FACTS Grant & Aid Assessment

P.O. Box 82524

Lincoln, NE 68501-2524

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

If you need access to a computer, call the school at 892-2011 to set up time.

**#3 All families including PRE-K must sign-up for a Payment Plan for the 2024/2025 school year.**

You will need account information to register. At this time ACH (automatic withdrawal) payments and credit card payments are available for methods of payment. However, there will be an up-charge for all credit card transactions. All families need to go through FACTS for payment plans. **Those paying in full will be charged \$5.00. Those paying in two installments will be charged \$15. All other plans will be charged a \$50 enrollment fee.**

**At this time only tuition will be allowed to be billed through the payment plan. All tickets (Fall Fest and Tiger Club) will have to be sold or purchased separately with payment made to St. Malachy School.**

- **Step #1** - Log on to <https://online.factsmgt.com/signin/42JK3>

You will be asked to select a username and password. You will also put in your general information such as name/address/telephone. (Your information will not be sold or distributed!!)

- **Step #2** – Insert children attending and their grade level for 2024/2025.
- **Step #3** – Select Payment Plan

Your options:

- 2 Payments per month** - (24 payments starting July 2024)  
Payments will be withdrawn on the 1<sup>st</sup> and 15<sup>th</sup> of the month
- Monthly** - (12 payments starting July 2024)  
Payment will be withdrawn on the 2<sup>nd</sup> of the month.
- Weekly** - (52 Payments starting July 1, 2024)  
Payments will be withdrawn on Tuesdays

- **Step #4** – Insert account information

You will need the following information:

- Name on the account
- Bank Name
- Account Type
- Routing Number
- Account Number

**The enrollment fee will be withdrawn from your account within 14 days of St. Malachy School finalizing your registration with FACTS.** Once you are registered, SMS will input the amount of tuition being paid, as indicated on your signed compact, and a confirmation letter will be sent to you. NOTE: For 2024-2025 the Peace of Mind insurance fee (if opted with FACTS) will be \$22.50 per agreement.