

**John Lancaster Spalding Scholarship Fund Assistance Application & Award  
Protocols and Procedures 2016 – 2017  
Deadline Date: March 15, 2016**

**PROTOCOLS:**

- A family applying for Spalding Scholarship assistance must be an active member in good standing of a parish in the Catholic Diocese of Peoria.
- The student[s] for whom the aid is being sought must be enrolled in good standing [or seeking to be enrolled] in grades K through 12 in a Catholic school located in the Diocese of Peoria.
- All scholarship assistance will be based on a family's financial need objectively assessed: The diocese will use FACTS Grant & Aid Assessment Services to determine financial need.
- All scholarship assistance will also be dependent upon the recommendation of the pastor that the family is an active member of the parish in good standing
- If a student changes schools during a school year, tuition assistance grants will follow the student as long as the student is enrolled in and in good standing in a Catholic school in the Diocese of Peoria and the family is a member in good standing of a parish in the Diocese of Peoria.
- All awards are for one school year only. A family must apply for Spalding Scholarship assistance each school year.
- The number of grants and the amount of each grant for the school year will be dependent upon the funds available and the size and need of the applicant pool.
- Payment of Spalding Scholarship Grants will be made twice a year directly to the Catholic school a student attends. These grants will be applied to the family's tuition obligation. Tuition assistance grants will be announced by **mid-April of 2016**.

**PROCEDURES:**

- Families interested in applying for tuition assistance from the Spalding Scholarship Fund must complete a **FACTS Grant & Aid Application**. This form may be completed online at [online.factsmgt.com/aid](http://online.factsmgt.com/aid). Filing online is the fastest and most direct method of submitting the **FACTS Grant & Aid Application**. A family may also obtain a printed copy of the **FACTS Grant & Aid Application** from the school that their child attends or will attend, and complete it according to directions. Supporting tax documents must also be remitted to FACTS by March 15, 2016.
- The completed FACTS application, the fee (\$30), and any required supporting documents are to be filed with FACTS according to their directions.
- Families must also request the pastor submit a recommendation to the Office of Catholic Schools verifying good standing in the parish and the school respectively.
- The application process is complete only when the pastor's recommendation has been submitted to the Office of Catholic Schools and when a completed parent financial aid application, including all required supporting documents and the fee, have been submitted to FACTS. It is important to submit applications and documents as soon as possible. **Only completed applications which include supporting documents submitted on or before March 15, 2016 will be considered when Spalding assistance awards are determined.**
- A Checklist of all steps to complete when submitting an application for a Spalding Scholarship application is available at [www.cdop.org](http://www.cdop.org) on the Catholic Schools webpage.

### **Checklist for a Spalding Scholarship Application 2016-17**

- Thoroughly **read the Protocols and Procedures for details** on how to complete the application process.
- Submit the **FACTS Grant & Aid Application** online (preferred) or mail. See contact information below.
- Pay the **\$30 application fee** to FACTS Management Company.
- Upload, fax or mail your **2015 federal income tax return and ALL supporting tax schedules and documents** to FACTS Management Company.
- Upload, fax or mail your **2015 W-2 Wage & Tax Statements** to Facts Management Company.
- 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.

**Apply as early as you can, but ALL DOCUMENTS MUST BE SUBMITTED BY THE DEADLINE DATE OF MARCH 15, 2016, for the application to be considered for the Spalding Scholarship.**

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#### **FACTS CONTACT INFORMATION:**

Online application:	<a href="http://online.factsmgt.com/aid">online.factsmgt.com/aid</a>
Customer Service email:	<a href="mailto:info@factstuitionaid.com">info@factstuitionaid.com</a>
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

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