Access Application: online.factsmgt.com/aid 2023-2024 SY

Enterprise Name and ID: St. Regis Academy, 38786

Application and Supporting Documents Due Date: April 3, 2023

Eligible Grades: K-8

Application Fee: Paid by the school
Required Supporting Documentation some or all:

Applications submitted without ANY documentation will not be processed.

- 2022 W-2
- 2021 Federal Tax Return (1040)
- 2021 Business Tax Return 1120, 1120S, 1065, if applicable

Supplemental Docs: Social Security Income, Welfare, Food Stamps, Child Support, 1099-M Forms, Worker's Compensation, Unemployment, Veterans Benefit, Housing allowance, etc.

If you are unable to provide any of the aforementioned items, please submit a Special Circumstance Letter indicating which document(s) you are unable to provide and why. This information will be shared with your school for consideration.

Creating Your Account

Please visit and create your account by entering your primary email address as your username. F.A.C.T.S. Management will use this email address to contact you in the event that your application is "On Hold" for missing documentation. Once you create your username and password, you will receive a verification email. Next, please click the verification link to verify that you are the account holder, and you will then be able to log in using the username and password you created. Please be advised that if you do not click the verification link that is sent to your email address, you will not be able to log in or reset your password.

Submitting Documentation

Documentation should be submitted at the time the application is completed. Please be advised that each document must be uploaded separately under the appropriate document type in order for your application to automatically move into the "Documents Received" status, and ready for review.

- Direct Upload: **online.factsmgt.com/aid** (login with your username and password)

Application Rollover

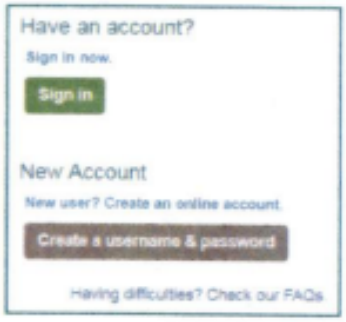
If you created a F.A.C.T.S. Management account to apply for financial aid in a prior year, your application will roll over into the next school year. Your username and password will remain the same, as well your Application ID number (with the exception of the first two digits as that indicate the school year). The Parent/Guardian and Dependents section of the application will be auto-filled for you, you will simply need to confirm the information before advancing to the next sections of the application. If any information from the Parent/Guardian and Dependent section should be updated, please make the necessary changes.

Notification of Financial Aid

Once your application is processed, a financial aid recommendation will be forwarded to **St. Regis Academy.** All final financial aid decisions, including notification of an award amount (if any) will be made by **St. Regis Academy July 31, 2023.** If you have not received notification regarding financial aid, please contact Eric Stice at estice@regisschool.org.

FACTS GRANT & AID: *GETTING STARTED*

On any device, Go to: https://online.factsmgt.com/aid



First:

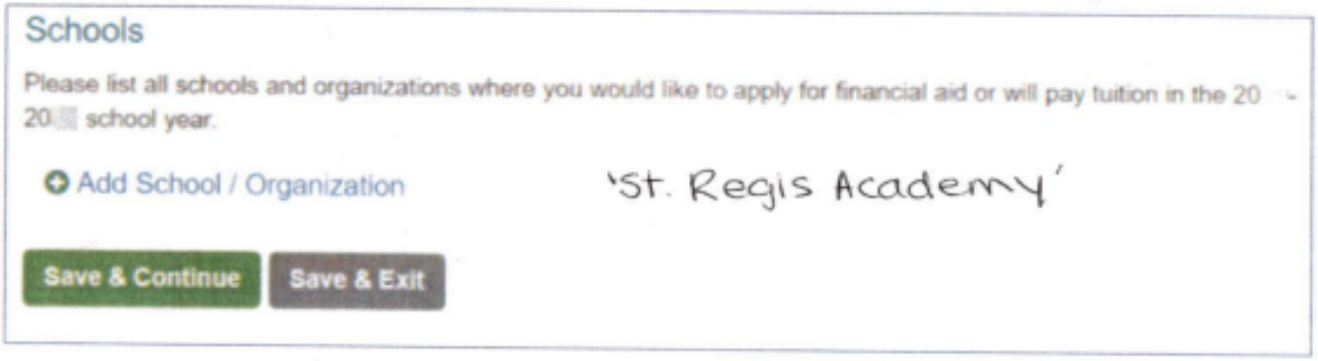
Sign in with your existing FACTS account if you are a returning family, or have set up a FACTS account previously for another school. This is different from your Family Portal (ParentsWeb) login if your school uses FACTS SIS.

If this your first time with FACTS Grant & Aid, click Create an Account.

Next: Select the school year that you are *applying for*. Click 'Continue'

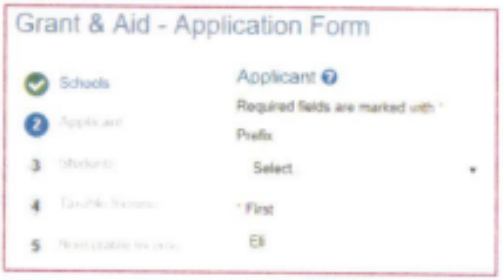
Click Begin Application:

Select the school(s) & organizations you are applying to:



You're on your way…

Click save & continue and you will move through each section of the application. You will be given an opportunity to review your answers before you submit your application and pay the application fee.



Don't forget to upload your documents!

<u>After</u> you submit your application, the application summary will display the documents you need to upload to complete your application.

Frequently Asked Questions

Q: Who should complete this aid application?

A: Whomever the child resides with should complete this application whether it is a parent, grandparent, aunt/uncle, or legal guardian. There is a section within the application where you can enter contributions from non-custodial parents and relatives.

Q: Why do I need to input my spouse's information if I am remarried and they are not legally responsible for my children?

A: FACTS Aid Management's calculation works off of the total household income, therefore including all income, whether the party is legally responsible for your children or not. Our system however, does take into effect your spouse's expenses as well as their income. It is important to list all expenses that are asked of within the application.

Q: I do not have the required tax documents. HELP!

A: Include the most recent tax documentation you have available. If you are asked for a specific line from a tax document that you have not yet completed, please estimate the projected amount.

Q: How will I know if I qualify for aid or not?

A: We do not disclose information about the results of your application. All final tuition aid decisions, including notification of an award amount (if any); will be made by your school. For the date award notices will be given, please contact your school directly.

Q: What if I want to edit my application?

A: Once an application has been submitted and paid for it can no longer be edited by a parent. However, if changes are necessary an email with the requested changes (including the application ID), should be sent to estice@regisschool.com