

## John Lancaster Spalding Scholarship Fund Protocols and Procedures for 2021-2022

**Deadline Date: April 30, 2021**

### 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. It is anticipated that tuition assistance grants will be announced by the end of June 2021.
- If the student receives an Illinois Tax Credit Scholarship for full or partial tuition for 2021-2022, (qualifications and application information can be found at [www.empowerillinois.org](http://www.empowerillinois.org)), they are ineligible to receive a Spalding Scholarship, and any Spalding award previously granted for 2021-2022 will be rescinded.

### PROCEDURES:

- Families interested in applying for tuition assistance from the Spalding Scholarship Fund must complete an online **FACTS Grant & Aid Application** at [online.factsmgmt.com/aid](http://online.factsmgmt.com/aid). **The application and required supporting tax documents must be received online by FACTS by the application deadline date of April 30, 2021.**
- The FACTS application, payment of the application fee, and any required supporting documents are to be transmitted online to 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.
- 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, required supporting documents, and the application fee have been uploaded and submitted to FACTS. **Only completed applications, which include supporting documents, submitted on or before the April 30 deadline will be considered when Spalding assistance awards are determined.**
- A Checklist of all steps to complete when submitting an application for a Spalding Scholarship is available at [www.cdop.org](http://www.cdop.org), under **Catholic Education** and then under **Financial Assistance**. Scroll to the bottom of the page and select the link to the forms.

## **Checklist for a Spalding Scholarship Application for 2021-2022**

- Thoroughly **read the Protocols and Procedures for details** on how to complete the application process.
- Submit the **FACTS Grant & Aid Application** online at [online.factsmgt.com/aid](https://online.factsmgt.com/aid).
- Pay the **application fee** online to FACTS Management.
- Upload your **2020 federal income tax return and ALL supporting tax schedules and documents** to FACTS Management **by April 30, 2021**.
- Upload your **2020 W-2 Wage & Tax Statements** to Facts Management **by April 30, 2021**.
  - 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.
  - If your student received an Illinois Tax Credit Scholarship (TCS) for 2021-2022, do not apply for a Spalding scholarship. Students are ineligible to receive a Spalding scholarship if they receive a full or partial TCS.

**Apply as early as you can, but ALL DOCUMENTS MUST BE UPLOADED TO FACTS BY THE DEADLINE DATE OF APRIL 30, 2021 for the application to be considered for the Spalding Scholarship. FACTS will no longer accept any paper documents.**

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### **FACTS CONTACT INFORMATION:**

**You can chat with a FACTS representative online if you have a question when completing the application.**

Online application: [online.factsmgt.com/aid](https://online.factsmgt.com/aid) Customer Service number: (866) 315-9262

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