

## DIOCESE OF METUCHEN

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Department of Education

December 2020

Dear Parent or Guardian,

Thank you for choosing to give your child(ren) the gift of a Catholic school education, a gift that we realize is given at great sacrifice for many families. For the 2021-2022 school year, we are blessed to provide Diocesan school financial aid to support low-income families who send their children to our elementary and high schools.

To be eligible your child(ren) must be Roman Catholic, must be entering grades K-12 in September 2021, must be registered with your household in one of the parishes within the Diocese of Metuchen (please see the list of eligible parishes on the back of the Application Instructions Form), and must attend 1 of our 22 diocesan, parochial, or regional elementary schools, or Immaculata High School or St. Thomas Aquinas High School. Students attending the two private high schools in our Diocese (St. Joseph High School and Mount Saint Mary Academy) will need to seek assistance directly from those schools or from Hope through Education (<https://hopethrougheducationusa.org>).

Families that require computer access and/or help with the online application should contact the school/s where you plan to enroll your child/ren.

**Application instructions, with deadlines, are attached and are also available online at [diometuchen.org/tuition-assistance](http://diometuchen.org/tuition-assistance). Please note, you are responsible for completing the Parish Verification Form, getting it signed by your Pastor, and returning it to the school or schools where you plan to send your children.** If you are enrolling children in more than one school, you should submit a copy of the completed, signed Parish Verification form to the additional school/s.

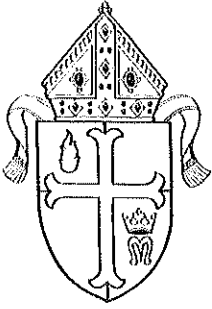
**We are not able to consider an application without this form, signed by you and your Pastor.** Please call your parish if you are uncertain about your registration status. If you have application questions, please call FACTS Grant & Aid at 866.315.9262.

Thank you for the blessing you are to our children and our church and for your commitment to Catholic school education.

Sincerely,

Ellen Ayoub  
Secretary of Education

Enclosures



# DIOCESE OF METUCHEN

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## Diocese of Metuchen – School Financial Aid 2021-2022 Application Instructions

Families applying for financial aid must complete an online application at <https://online.factsmgt.com/aid>. The application period opens January 1, 2021 and will officially close on **March 31, 2021**. Awards will be announced on or about the first week of June 2021.

Online applications are available in Spanish and English. The application fee is **\$35** and **must** be paid online at the time you submit your application. Forms of payment include debit cards, most major credit cards, or an electronic check.

### ELIGIBILITY

#### To be eligible to apply for School Financial Aid:

- Student must be Roman Catholic;
- Student must be entering grades K-12 in September 2021—scholarships are not awarded to children entering Preschool, although they should be included on the FACTS online application;
- Student must be attending one of our 22 diocesan, parochial, or regional elementary schools, or Immaculata or St. Thomas Aquinas High School; and
- Student must be officially registered in one of the parishes within the Diocese of Metuchen, **and families must submit a Parish Verification Form to the school/s where they plan to enroll their child/ren by March 31**. A copy of the completed, signed Parish Verification form may be used by families enrolling children in more than one school (see list of eligible schools and parishes on reverse side or go to [www.diometuchen.org/tuition-assistance](http://www.diometuchen.org/tuition-assistance) to view a list or print the form).
- **All families must submit a completed, signed Parish Verification Form to each school their child/ren plan to attend or their FACTS online application will not meet the eligibility requirements for diocese of Metuchen School Financial Aid and will not be processed.**

### APPLICATION

#### Required documents include:

- Copies of your 2019 Federal Income Tax Return Form 1040 (as filed with the IRS) for the applicant and co-applicant, including all supporting tax schedules;
- Copies of all 2020 W2 and/or 1099 forms for both you and your spouse or co-applicant; and
- Copies of documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

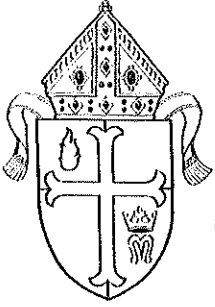
#### Documents must be:

- Scanned or photographed with a Smartphone and uploaded directly to your application.
- **FACTS Grant & Aid does not accept documents sent by FAX or Email.**

### ADDITIONAL INFORMATION

- If you are applying to a Diocese of Metuchen school, your application will automatically “opt in” to the Hope through Education Scholarship Program online application process. If you meet the eligibility requirements for both Programs you will be considered for either Diocesan Financial Aid or a Hope through Education Scholarship
- For general questions about the application, contact a FACTS Customer Care Representative at 866.315.9262.





## DIOCESE OF METUCHEN

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DIOCESE OF METUCHEN – SCHOOL FINANCIAL AID  
2021-2022 SCHOOL YEAR  
REQUIRED PARISH VERIFICATION FORM

By signing below, the Pastor of a Roman Catholic Church in the Diocese of Metuchen is confirming that the Elementary/High School applicants/s listed on this form are registered in and attend his parish, thereby meeting the parish verification requirement for Diocese of Metuchen School Financial Aid.

Parents – you must complete this form, sign it, obtain your Pastor’s signature and return it to the Diocesan school/s where your child/ren will be enrolled. If your children attend more than one Diocese of Metuchen school, you may copy the completed, signed form for any additional school/s. Forms must be signed by the Pastor and Parent/Guardian and submitted to the school/s **by no later than March 31, 2021.**

All eligibility requirements and a list of eligible schools and parishes can be found on the back of this form and on the Diocese of Metuchen website at [www.diometuchen.org/tuition-assisstence](http://www.diometuchen.org/tuition-assisstence).

ALL APPLICANT FAMILIES MUST:

- Complete an online application through FGAA (one application/family) – <https://online.factsmgt.com/aid>;
- Submit a completed, signed Parish Verification Form to the school/s their child/ren will attend **by March 31** (please list all children attending a Diocese of Metuchen School, and the name or names of the schools they are attending); and
- **YOUR ONLINE APPLICATION WILL NOT BE CONSIDERED WITHOUT THIS FORM – ALL INFORMATION BELOW IS REQUIRED. MAKE ONE COPY OF THE COMPLETED FORM FOR EACH ADDITIONAL SCHOOL.**

Parent/Guardian:

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Signature)

Applicant Names and Schools (Please Print)

Name/s: \_\_\_\_\_

School/s: \_\_\_\_\_

Pastor:

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Signature)

Parish Name: \_\_\_\_\_

(Name of Roman Catholic Church in the Diocese of Metuchen)