

To apply for Financial Aid with FACTS: 1. Go to: <https://online.factsmgt.com/signin/3D8S9>

2. Click on “Create a new account” or “Sign In” if you already have an account (Facts payment plan login will work if it is through our school)

3. Follow the steps to create a new account

4. Once your account has been set up you will be directed to a welcome screen

5. Click on “Start Application” under the FACTS Grant & Aid tab

6. Follow the steps to complete your application

7. Be sure to answer all questions with as much detail as possible

A non-refundable application fee of \$35 is required before your application will be submitted.

After completing the online application, you will need to upload all required supporting documentation.

If you are unable to upload, fax the required documents to (866) 315-9264. \*

If you are a non-US citizen and do not have US tax documents, complete the financial aid application without uploading the supporting documents.

The following supporting documents are required to complete the application process:

- 2020 IRS Federal Income Tax Return, including all supporting schedules. If applicant and co-applicant file separately, FACTS require both tax returns for the same tax year.
- Copies of all 2020 W-2 Wage and Tax Statements for both the applicant and co-applicant.  
NOTE: If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.
- Copies of all supporting tax documents if you have business income/loss from any of the following: Business - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization Farm - send Schedule F and Form 4562 Depreciation and Amortization Rental Property - send Schedule E (page 1) S-Corporation - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825 Partnership - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825 Estates and Trusts - send Schedule E (page 2), Form 1041 and Schedule K-1 2 Scholarships and Fundraising
- Copies of all supporting documentation for household Non-Taxable Income such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers’ Compensation, and Temporary Assistance for Needy Families (TANF).

If you do not file a tax return, you are required to provide documentation of all income received.

IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.

You may log in to your FACTS user account to review the status of your application. Please allow 2 weeks processing time before inquiring further about receipt and/or status of the uploaded or faxed documents. If you are applying after the deadline, contact St. Andrew School to ensure that your application will be accepted. If you have any questions about the FACTS application process and supporting documents, please contact a FACTS representative at (866) 441-4637 or [inquiry@factsmgt.com](mailto:inquiry@factsmgt.com).

If you have any questions about The Catholic Education Foundation or St. Andrew the Apostle financial aid process, contact CEF at (815) 221-6127 or St. Andrew School office at (815) 886-5953 x420