

# Catholic Schools Office

DIOCESE OF WORCESTER • 49 ELM STREET, WORCESTER, MASSACHUSETTS 01609 • (508) 929-4323 • FAX (508) 753-7180



## **2019-2020 School Year**

### **Diocesan Catholic Schools System Tuition Assistance Fund**

#### **Policies and Procedures**

The following Diocesan Catholic Schools participate in the FACTS Grant & Aid Assessment financial aid application process for grades K-12:

**St. Bernard Elementary, Fitchburg**  
**St. Bernard's Central Catholic High School, Fitchburg**  
**Holy Family Academy, Gardner**  
**St. Anna Elementary, Leominster**  
**St. Leo Elementary, Leominster**  
**Assumption Elementary, Millbury**  
**St. Bernadette Elementary, Northborough**  
**St. Mary Elementary, Shrewsbury**  
**Trinity Catholic Academy, Southbridge**  
**Our Lady of the Valley Regional, Uxbridge**  
**All Saints Academy, Webster**  
**St. Joseph Elementary, Webster**  
**Holy Name Central Catholic Jr. Sr. High School, Worcester**  
**Our Lady of the Angels Elementary, Worcester**  
**St. Mary's Schools, Worcester**  
**St. Peter Central Catholic Elementary School, Worcester**  
**St. Peter Marian Central Catholic Jr. Sr. High School, Worcester**  
**St. Stephen Elementary, Worcester**  
**Venerini Academy, Worcester**

This fund is used to allocate financial assistance to income eligible families based on the assessment of financial need from FACTS Grant & Aid and the availability of funding provided and available for disbursement. Students in grades K-12 are eligible for these limited grants. International and pre-kindergarten students are not eligible to apply for or to receive awards from any Diocesan financial aid/scholarship program.

**Please note the following important information:**

If you choose to apply for financial aid for your child, on Monday, December 17, 2018 the link for families to complete and submit a FACTS Grant & Aid Assessment application for financial aid will go live. Please follow the instructions that were included in your child's acceptance packet from the school.

Please refer to your child's school policies regarding their application, acceptance, registration, tuition, and financial aid process and website information.

All students must be registered to attend one of the participating Diocesan Catholic Schools prior to the deadline date of Friday, March 1, 2019 to qualify, including students that have been placed on a school's waiting list.

The application fee is \$35.00 for all applicants. However, parents that have children attending a Central Catholic School and a Diocesan Parish and/or Regional School, need to select the Central Catholic School student first and, therefore, will not have to submit the \$35.00 application fee. Parents must use their login information (username and password) for the Central Catholic student and add and select the Central Catholic School first. Only one application per family needs to be filed, no matter how many Diocesan Schools your children attend. All registered students must be listed on one application.

The deadline for submitting a verified application for financial aid is on or before Friday, March 1, 2019. Applications are processed through FACTS Grant & Aid Assessment. The link to this application becomes available to you on Monday, December, 2018 from your child's school's website. All required supporting documentation must be submitted to FACTS Grant & Aid Assessment and not to the school or to the Office of Student Accounts at the Catholic Schools Office, in order to verify your application status on or before Friday, March 1, 2019. Please follow their (FACTS Grant & Aid Assessment instructions regarding required supporting documentation that is needed by them in order to verify your application. This process may take up to two weeks upon receipt of your necessary documents. Your application must be verified by Friday, March 1, 2019 in order to qualify for Diocesan Catholic Schools Tuition Assistance.

Applications and changes submitted on or after Friday, March 2, 2019 will not be processed or considered for Diocesan Catholic Schools Tuition Assistance. This deadline will be strictly adhered to.

Financial aid is contingent upon successful registration, completion and payment of the registration/processing fee, and an active and current tuition payment plan agreement with FACTS Management, and the submission of the verified financial aid application through FACTS Grant & Aid Assessment, prior to the financial aid deadline of Friday, March 1, 2019. Applications or changes submitted on or

after Friday, March 1, 2019 will not be processed or considered for Diocesan Catholic Schools Tuition Assistance. Students placed on a school's waiting list must be registered to attend.

Award and denial notifications will be emailed to parents during the week of April 15, 2019.

All required supporting documentation must be submitted to FACTS Grant & Aid Assessment and not the school or the Office of Student Accounts at the Catholic Schools Office in order to verify your application status. Please follow their instructions (FACTS Grant & Aid Assessment regarding required supporting documentation which can take up to two weeks to process upon receipt of necessary documents.

Your application must be verified on or before March 1, 2019 with FACTS Grant & Aid Assessment.

#### **NEED HELP?**

**FACTS-Parents Customer Service for all tuition and financial aid application concerns: 1-866-441-4637**

**FACTS Grant & Aid Assessment's fax number to provide supporting documentation (FACTS suggests you obtain a confirmation that your fax was received by them): 1-866-315-9264**

Only applications with a verified status from the FACTS Grant & Aid Assessment Team will be processed. No application will be processed with only a submitted status from the FACTS Grant & Aid Assessment Team. If you have failed to submit the required supporting documentation to FACTS Grant & Aid Assessment which is needed to process your application, the FACTS Grant & Aid Assessment Team will notify you. This information needs to be provided to them and your financial aid application verified on or before Friday, March 1, 2019, to qualify for Diocesan Catholic Schools Tuition Assistance.

#### **Student's Withdrawal from a Participating School:**

For any student that withdraws on or before on or before August 30, 2019, from one of the listed participating schools, the student's award will be rescinded and returned to the fund for reallocation by the Committee and the Director of Student Financial Services.

**Student's Transfer from one Participating School to another Participating School:**

For any student that transfers from one participating school to another after August 30, 2019, the student's award will be re-calculated based upon the tuition amount of the new school. If the tuition at the new school is greater, no increase of the award will be granted.

For any student that transfers to another participating school on or after August 31, 2019, the school that the student is leaving will retain a portion of the student's award. The amount to be retained by the school the student is leaving will be determined by the date of transfer. Any part of a month in attendance will be counted as a full month when determining the amount the school will retain. Monthly payments are based upon a ten month school year. The balance will transfer to the new school.

This financial aid award will not transfer unless the Director of Student Financial Services is notified in writing of the student's transfer by both principals of the participating schools.