



Lafayette Catholic School System Student Aid Parent Instructions 2017-18

DEADLINES

For Parents of Students Currently Enrolled in the Lafayette Catholic Schools:

- **Sunday, March 12, 2017, 11:59 PM** – APPLICATIONS will accepted ONLY online and must be submitted to FACTS.
- **Wednesday, April 19, 2017, 11:59 PM** – all SUPPORTING DOCUMENTS must be received by FACTS so the application can be processed by FACTS and the LCSS.

For Parents of Newly Applying Students:

The March 12 application deadline does not apply to new families applying for the 2017-18 school year; however, you are encouraged to complete the Student Aid process as soon as possible, so Student Aid awards can be determined sooner.

APPLICATION PROCESS

Step 1:

Current families – Sign into your FACTS account and click on START APPLICATION under FACTS Grant & Aid to complete the online application.

New families - Set up a New FACTS account and complete the online application at

<https://online.factsmgmt.com/signin/4KG25> (Spanish versions are available online)

Special Notes:

- Applications ask for Adjusted Gross Income. If your 2016 taxes are not finished, please estimate.
- Help Center 866.441.4637 (Monday-Friday, 8:00-5:00 CST) Spanish speaking representatives available
- Online applications can be saved and returned to at a later time to finish.
- The Application Fee is \$30.

Step 2: Provide supporting documents to FACTS via upload, fax or mail. *Applications cannot be processed by FACTS without all required supporting documents*

- W-2 forms for all persons from the household.
- 2016 FEDERAL Tax Return & Schedules: 1040, 1040A, 1040EZ with all schedules.
- 2016 Business Tax Return Schedules: 1040, 1065, 1120, 1120S (if applicable).
- Child Support Summary from the clerk's office for support received Jan. 1 – Dec. 31, 2016.
- Supplemental income documentation: Social Security, Welfare, 1099-M Forms, Workers Compensation, Unemployment, Veterans Benefits, etc.

Submitting Supporting Documents to FACTS

Upload: If you need assistance with uploading or you are unable to scan your documents, please contact Barb Schummer at 765.607.4898 or bschummer@lcss.org to help you.

Fax: 866.315.9264

Mail: FACTS Grant & Aid Assessment, PO Box 82524, Lincoln, NE 68501

STUDENT AID AWARD NOTIFICATION

Once ALL supporting documents are received by FACTS, it takes a minimum of 3 weeks for a Student Aid application to be processed by FACTS and the LCSS Student Aid Office. Award Notification to parents by the LCSS Student Aid Office will begin April 10, 2017.

FREQUENTLY ASKED QUESTIONS

Q: Who should complete this Student Aid Application?

A: All families who are applying for the Indiana School Choice Scholarship (voucher), the SGO Grant or LCSS Tuition Assistance should complete one application per family. In divorced families where the parents have joint custody of the children, the LCSS requires the parent who the child(ren) resides with 51% of the time to submit the application for Student Aid.

Q: Do I list all of the children in my household, even if they are attending college, another school or not attending school?

A: Yes. List all children within your household. That includes children attending another public or private school, children not attending school and children attending college (if you still claim them on your taxes).

Q: What if I have some special circumstances I want you to know about?

A: There is a section for you to write us about your special situation that is affecting your finances.

Q: I will not have my 2016 Federal taxes completed by March 12. Can I still apply for Student Aid?

A: Yes. Complete and submit the online application by March 12. Estimate the Adjusted Gross Income. All supporting documents are due to FACTS no later than April 19, 2017. Applications cannot be processed until all supporting documents are received.