

# How to apply for FACTS GRANT and AID

This needs to be completed BEFORE your tuition meeting for all families applying for tuition assistance or SGO.

**Step 1:** Navigate to [www.online.factsmgt.com](http://www.online.factsmgt.com)

**Step 2:** Sign in with your user name and password. If you are new to FACTS, click create username & password under New Account.

**Step 3:** Once you are signed in, click on "Start Application" in the upper right box. There is an application fee.

**Step 4:** Begin the application process. The following information will need to be sent to FACTS to complete the process. Without these required documents you will NOT be approved.

- Copies of your most recent Federal Tax forms including all supporting tax schedules
- Copies of your most recent W-2's
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation and TANF.

You can upload the documents directly through your account or fax them to 866-315-9264.

**\*Please note-St. Joseph School will also need a copy of the first 2 pages of your Federal Tax Forms.**

FACTS Customer Service can be reached @ 1-866-441-4637

# **How to set up a monthly FACTS Tuition Payment Account**

**If you are going to be making monthly tuition payments, and you DO NOT already have a FACTS account, you will need to set up an account BEFORE your tuition meeting following the steps below.**

**Step 1:** Navigate to [www.online.factsmgt.com](http://www.online.factsmgt.com)

**Step 2:** Sign in with your user name and password. If you are new to FACTS, click create username & password under New Account.

**Step 3:** Click on Set Up Payment Plan.

**Step 4:** This will take you to another screen where you will click begin, Follow the instructions to finish setting up your plan.

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