



Dear Tuition Assistance Applicant,

This letter outlines the tuition assistance application procedures for our currently enrolled families. To ensure confidentiality and awards based on complete financial information, St. John's relies on a third-party professional corporation, **FACTS Grant and Aid Assessment**, to accept and process tuition assistance applications. The recommendations from **FACTS** provide the St. John's Tuition Assistance Committee with a guideline upon which to base its awards.

### CURRENTLY ENROLLED STUDENTS – APPLICATION DEADLINE DECEMBER 8, 2023

Tuition assistance awards will be included in the re-enrollment contract offer for the 2024-24 school year. The online re-enrollment process for 2024-25 will open on Thursday, February 1, 2024. Families are asked to return enrollment contracts by Wednesday, February 15, 2024. Online tuition assistance applications for current St. John's families, through [FACTS Grant & Aid](#) will be available beginning November 1, 2023, and due December 8, 2023. **Only applications completed by Friday, December 8, 2023, and verified by FACTS by January 5, 2024 will be considered during the initial award process.** Please note, that it could take up to two weeks for FACTS to complete their application review process once all required documentation is submitted. St. John's cannot consider an application until FACTS has completed this review. Please be mindful of this lag during your application process.

### ST. JOHN'S EPISCOPAL CHURCH MEMBERS, IN GOOD STANDING

If you are a parishioner of St. John's Episcopal Church, in addition to completing the process outlined above, please let us know and contact the church office to discuss tuition assistance opportunities for parishioners.

### TO APPLY FOR FINANCIAL AID

- Go to <https://online.factsmgt.com/signin/3GPGF>.
- New users select *Create an Account OR Returning Users* enter your existing Username and Password. It is not necessary to complete the entire application at one time. You may access your worksheet as often as necessary.
- If you need help or have a question regarding the application, please contact FACTS at [help@factstuitionaid.com](mailto:help@factstuitionaid.com) or 866-315-9262. You may also contact me at 214-838-1318.
- Note that if you are separated or divorced, the non-custodial parent must also complete an online application.

The St. John's Episcopal School's Board of Trustees is committed to providing sufficient assistance to all families demonstrating financial need. Please be assured that any information regarding tuition assistance will remain confidential.

Please contact me with any questions.

Sincerely,

Lani Jones  
Associate Director of Enrollment Management and Registrar  
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