



## FINANCIAL AID APPLICATION PROCESS 2024-2025

### FACTS GRANT AND AID

St. John's uses FACTS Grant and Aid Assessment (FACTS), an independent, third-party, national financial needs assessment company to evaluate and analyze a family's demonstrated financial need.

The Financial Aid Application Fee is \$40, payable directly to FACTS during the online application process; FACTS will not process the application until this payment is received.

### APPLICATION DEADLINE 2024-2025

Financial Aid applications must be completed in FACTS by **Friday February 16, 2024**. Priority will be given to complete Financial Aid Applications received by this deadline. The first round of Financial Aid applications will be reviewed and awards issued by **Friday March 15, 2024** for all completed applications that were submitted by the deadline.

Financial Aid applications that are submitted after the deadline will be reviewed after the first round of awards have been completed. **Awards for late applications will be limited to the remaining funds that are available.**

If you are inquiring about Financial Aid for the 2023-2024 school year, please contact the Admissions Office at (949) 858-5144.

### SUPPORTING DOCUMENTATION

Financial Aid Applications are considered complete when the application, application fee and **all supporting documents** have been submitted to and reviewed by FACTS.

**ALL** of the following must be uploaded to FACTS before an application can be finalized:

- 2023 Tax Return for each applicant (*2022 may be acceptable if there are no significant changes to taxable income*)
- 2023 W2 for each applicant
- Two recent paystubs for each applicant
- SJES Worksheet (please click [here](#) to access)
- Supporting documentation for Social Security income, welfare, child support, food stamps, Workers' Compensation, and TANF (if applicable)

Please note that the SJES Worksheet must be completed in Excel but saved as a PDF prior to upload. Information provided in the SJES Worksheet must be consistent with other information in the Financial Aid application.



**In addition, a signed enrollment contract must be submitted and the registration deposit must be paid before the Financial Aid Committee is able to review an application.**

It is recommended that the 2023 tax return is completed early. While the prior year (2022) tax return may be accepted if there are no significant changes to taxable income, additional documentation is required to show the family's current financial situation.

The **2023 tax return will have the greatest weight**. The Financial Aid Committee reserves the right to request the 2023 tax return (if only the 2022 tax return has been provided) if deemed necessary to make an award decision.

If financial circumstances have changed mid-year, a mid-year Financial Aid application may be submitted. This will be reviewed based on available funds.

**Applications received without the required documentation will not be processed.** Tax documentation is required by FACTS in order to complete the analysis for St. John's. Please ensure that all documentation is legible before submission; an illegible scan or fax may result in incorrect information or a delay in completing the verification or your application. Please ensure that the applicant's email is set up to receive emails from FACTS as FACTS will contact the applicant via email regarding any missing documentation, or issues with the application.

### **Submitting Required Documentation**

All supporting documentation can be uploaded in a pdf format online. Documentation can also be faxed to (866) 315-9264 or mailed to the address below. Please be sure to include the applicant ID on all correspondence.

FACTS Grant & Aid Assessment  
P.O. Box 82524  
Lincoln, NE 68501-524

If you have questions or concerns about the FACTS G&A application process, please contact FACTS Customer Services at (866) 315-9262.

### **Who should submit a Financial Aid Application?**

The Financial Aid Application should be submitted by the responsible party with whom the child is a **legal dependent**, whether that is a parent, grandparent, aunt/uncle, or legal guardian.

**In cases involving divorce or separation, court documentation must be provided to confirm the financial arrangements and if appropriate, each parent must submit a separate Financial Aid Application.**

The Financial Aid consideration is based on total household income, which includes all income,



whether the party is legally responsible for your children or not.

For parents who have remarried, the new spouse's information must be included, even if they are not legally responsible for the student. The system takes your spouse's expenses as well as income into account, so it is important to list all appropriate expenses in the application.

All financial contributions from non-custodial parents and relatives must also be included in the appropriate section of the Financial Aid Application.

All children within your household must be included in the Financial Aid Application. This includes children attending another tuition charging school, children attending a public school, or children not attending school.

The Financial Aid Application includes sections for additional comments and extenuating circumstances.

### **Financial Aid Awards**

Once a Financial Aid Application is processed by FACTS, a tuition aid recommendation will be shared with St. John's Episcopal School. The Financial Aid Committee will then consider this recommendation along with any other extenuating circumstances and the available Financial Aid Funds for the school year when determining a Financial Aid Award Amount. All final Financial Aid Award decisions, including notification of an award amount, if any, will be made solely by St. John's Episcopal School.

Notification of Financial Aid Award decisions will begin March 18, 2024 for the 2024-2025 school year. For new students applying after the application deadline, once you have submitted a complete Financial Aid Application, please allow a minimum of four weeks for notification of the Financial Aid Award decision. If you have not received notification about Financial Aid in the appropriate timeframe, please contact the Business Office for re-enrolling families and the Admissions Office for new families at St. John's Episcopal School.

### **Financial Aid Appeals**

If the application is denied or the amount awarded is less than the financial need stated on the application, a Financial Aid Appeal can be submitted, in the form of a letter or email together with additional **new supporting documentation that has not already been provided** that explains the extenuating circumstances.

You should notify the Business Office of your intent to appeal, and must upload your appeal letter and any supporting documentation to your application in FACTS G&A. Your Financial Aid Application will then be re-evaluated by the Financial Aid Committee, taking into consideration the additional information provided in your Financial Aid Appeal letter. All decisions on Financial Aid Appeals, including notification of a change to the award amount, if any, will be made solely by St. John's Episcopal School.