SAINT BERNARD SCHOOL

HOW TO APPLY FOR FINANCIAL AID THROUGH FACTS GRANT & AID

1. ACCESS THE FACTS WEBSITE

- Go directly to the Saint Bernard School login page: https://online.factsmgt.com/signin/3FRFH
- New users: Select 'Create a username & password.'
  - Check email for a letter attached from FACTS. In the letter, find your family's **Unique Code.**
- Returning users: Log in with your existing account.

2. START YOUR APPLICATION

- Select 'Apply for Financial Aid.'
- Choose the correct school year and confirm Saint Bernard School.
- Review instructions before continuing.

3. COMPLETE THE APPLICATION

- Provide household information (parents/guardians, dependents).
- Enter financial details: income, assets, and monthly expenses.
- Both parents may be required if separated/divorced.

4. UPLOAD SUPPORTING DOCUMENTS

- Federal tax return (Form 1040, W-2s, 1099s).
- Recent pay stubs (about one month).
- Any additional income/special circumstances documentation.
- Upload documents to your FACTS account.

5. PAY THE APPLICATION FEE

- FACTS requires a non-refundable processing fee to apply. ***Saint Bernard School does not control or collect this fee.***
- Pay online at the end of the application.

6. SUBMIT AND TRACK PROGRESS

- Review carefully before submitting.
- Log in anytime to check your status.
- FACTS will notify you and Saint Bernard School once verified.

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7. Questions or Issues with FACTS?

- Contact FACTS customer service and FACTS FAQ's for assistance.
  - https://online.factsmgt.com/platform/customer-service/inst/3FRFH
  - Customer Service Phone: (866) 441-4637

8. Follow Up with Saint Bernard School

- Applications typically take two weeks to be processed by FACTS and reviewed by the Financial Aid Committee at Saint Bernard School.
- Final aid decisions are made by Saint Bernard School, not FACTS.
- Contact the Saint Bernard School financial aid office for questions or special circumstances via email at financialaid@saint-bernard.com

✓ Tips for Success

- Apply early!
- Gather documents before starting to save time.
- Ensure all uploads are clear and legible.