

FACTS Step By Step Application Directions

1. Go to <https://www.sjci.com/admissions/tuition-fees>. Scroll down the page to 'Scholarships, Financial Aid & Work Study' section. Select the Financial Aid Tab and click on Financial Aid Application.

SCHOLARSHIPS, FINANCIAL AID & WORK STUDY

Academic Scholarships

Financial Aid

Work Study

Family Allowance

Payment Plans

APPLYING FOR FINANCIAL AID:

- Families can apply in the fall before their student's enrollment year.
- If a family qualifies, notification will be included in the acceptance packet, providing a full financial picture upfront.
- Applications must be submitted each year to maintain eligibility; awards do not automatically renew.

HOW FINANCIAL AID WORKS:

- Awards vary in size and are based on financial need.
- Assistance directly reduces tuition costs.
- St. Joe's partners with FACTS Grant & Aid Assessment to evaluate financial need for the 2025-26 academic year.

APPLICATION PROCESS:

1. Complete the online FACTS Grant & Aid application.
2. Submit the required supporting documents:
 - 2024 Federal tax forms (including all supporting schedules).
 - Documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, or TANF (if applicable).
3. Upload documents in .pdf or .jpeg format online.

NEED HELP?

- View the [FACTS Tuition Assistance Application Walkthrough](#) for guidance.
- Contact Matt Kwiatkowski, Director of Admissions, at 716.270.4117 with any questions.

FINANCIAL AID APPLICATION

2. This link will take you to the page below. If you have used FACTS previously to pay tuition at your child's current school, you can use the FACTS login you have already created. If you are new to FACTS, please select 'Create a username & password'. You may skip to step 8 if you already have a login.

St. Joseph's Collegiate Institute

Welcome to St. Joseph's Collegiate Institute!

Welcome to your FACTS Management Company introduction page. If you do not have a FACTS account you will need to set one up by creating a user name and password. Once you have completed this process you will be able to enroll into a tuition payment plan. This will allow you track your tuition payments throughout the school year.

Financial Aid Applications for the 2025-2026 school year!

St. Joseph's has partnered with FACTS to process our financial aid applications. Now you can apply for financial aid through FACTS as well! You will need to complete the financial aid application online and you'll be able to check the status of your application. All supporting tax documentation can be uploaded to your application. You will not need to create a new FACTS user name and password to apply for financial aid. One account will give you access to both processes.

Enrolling in a FACTS tuition payment plan allows you to select a payment option that best suits your financial needs. The plans listed below are offered by your school. Depending on the start and end date of each plan, they may not always be offered.

Payment Methods Offered: Credit Card or Automatic Bank Draft

Please note, payments made through a credit card are assessed an additional charge for processing.

Our tuition and fees are as follows:

Tuition: \$16,600 (2024-2025 rate)
Registration Fee: \$100
Tuition Deposit: \$425
Activity Fee: \$285
Technology Fee: \$375
Parent Guild Dues: \$20

Have an account? [Sign in now.](#)

Sign in now for returning users.

[Sign in](#)

New Account

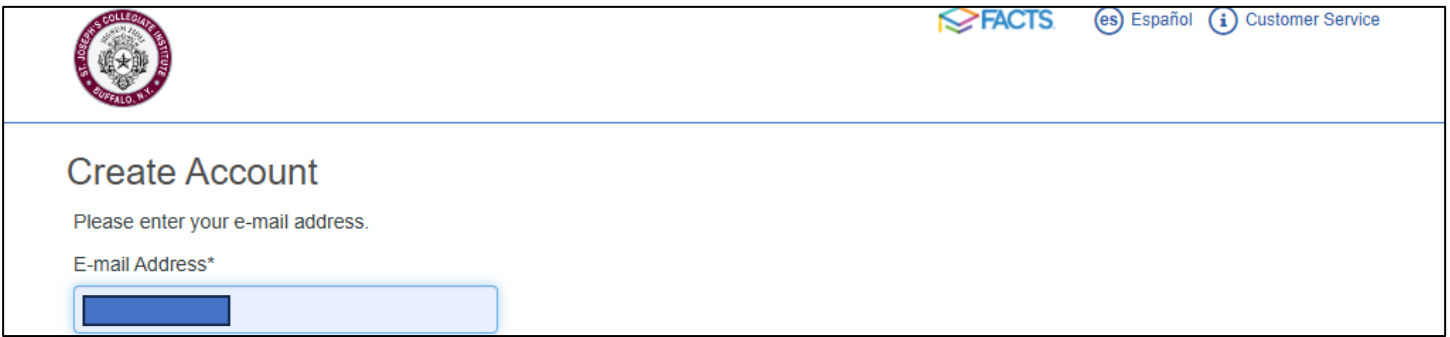
New user? [Create an online account.](#)




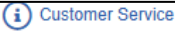
[Create a username & password](#)

Having difficulties? [Check our FAQs.](#)

Link for new users.

3. If you are new user, you will need to enter an email to start and select the 'Next' Option.



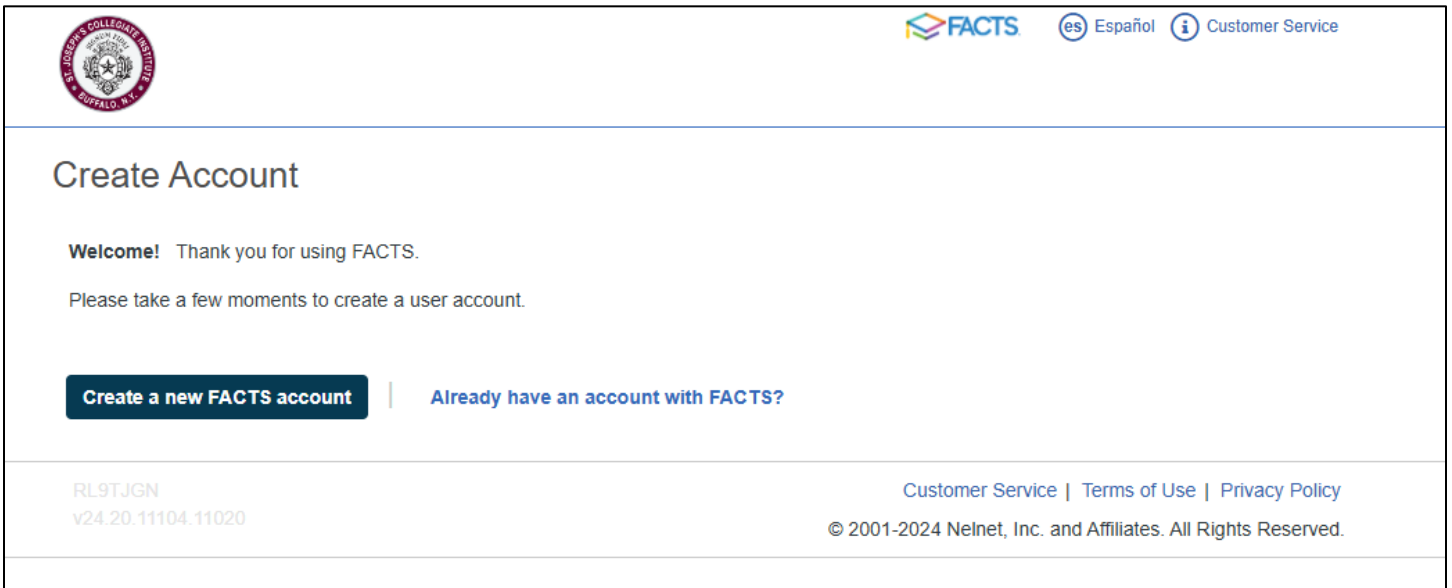
   





Create Account

Please enter your e-mail address.

E-mail Address*

4. Select 'Create new FACTS account'. If you realize you already had one based on the email you submitted, you can select the 'Already have an account with FACTS?' option.



Create Account

Welcome! Thank you for using FACTS.

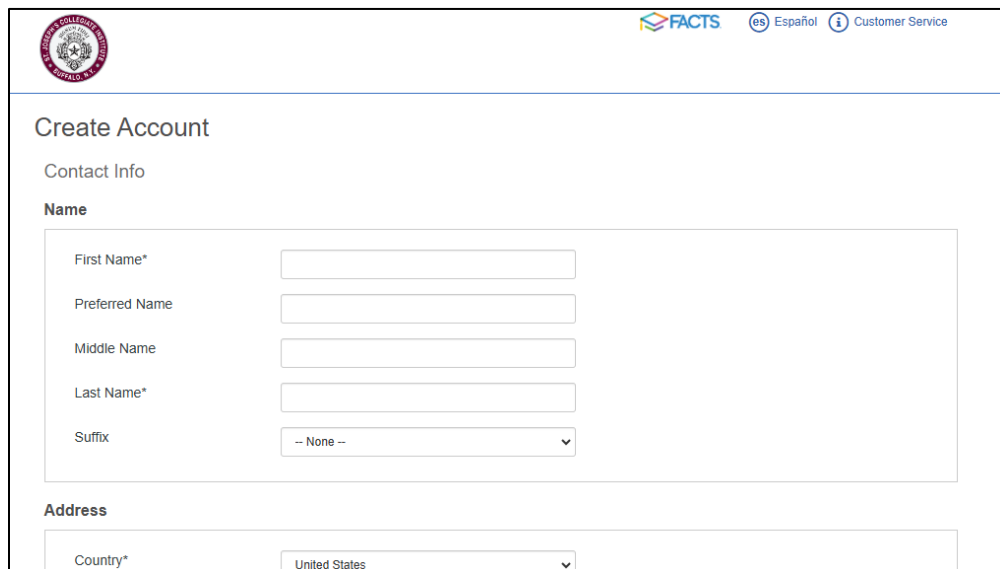
Please take a few moments to create a user account.





[Create a new FACTS account](#) | [Already have an account with FACTS?](#)

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[Customer Service](#) | [Terms of Use](#) | [Privacy Policy](#)
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5. Complete all fields to create your account in FACTS as seen below.



Create Account

Contact Info

Name

First Name*

Preferred Name

Middle Name

Last Name*

Suffix

Address

Country*

6. The next page will ask you to create a username, password, and security questions. Please make sure you are following all the requirements for the password setup.

Create Account

Online Account Profile

Required fields are marked with a *

Username and Password

Username*

Password*

Confirm Password*

- ✓ Password must not start or end with a space
- ✗ Password must contain at least 12 characters
- ✗ Password must contain at least one letter
- ✗ Password must contain at least one number
- ✗ Password must include at least one special character: !@#\$\$%^&*()_+.
- ✓ Password must not have any invalid characters
- ✓ Passwords are case sensitive
- ✗ Passwords match

Phone Authentication

This information will be used to validate your identity when making inquiries by telephone. Choose information you will easily remember.

4-Digit PIN*

Telephone ID Question 1*

Question 1 Answer*

Telephone ID Question 2*

Question 2 Answer*

Submit **Back** | **Cancel**

7. After you complete all fields, you will be asked to confirm that you are willing to receive communications from FACTS by selecting 'OK'.

Review Items

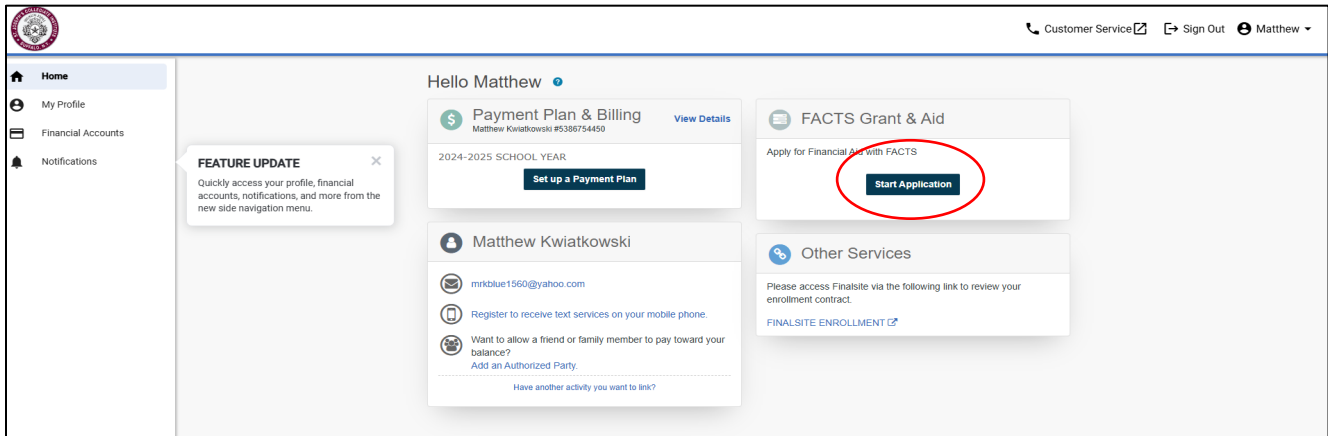
The following item(s) require your attention before proceeding.

Action Requested

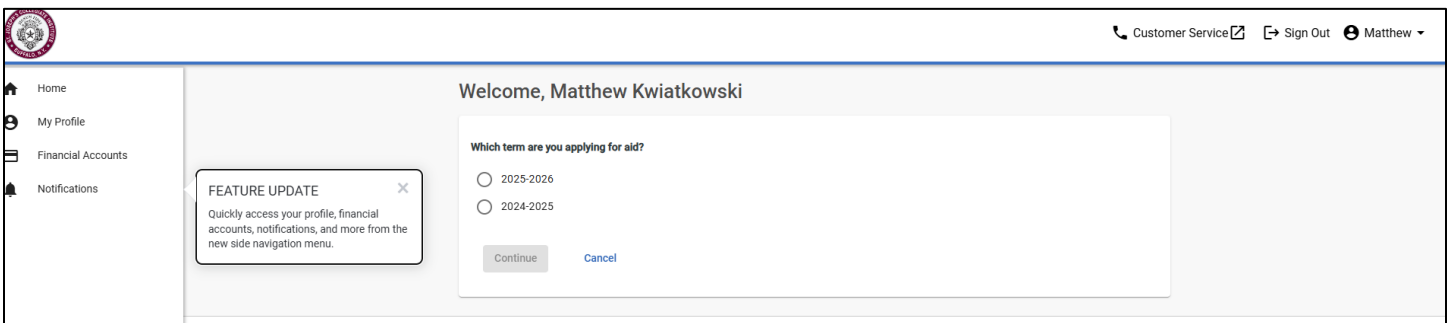
I would like to receive additional information and content from affiliates about products, services, and educational opportunities. I understand that my information will never be sold to external third parties.

OK

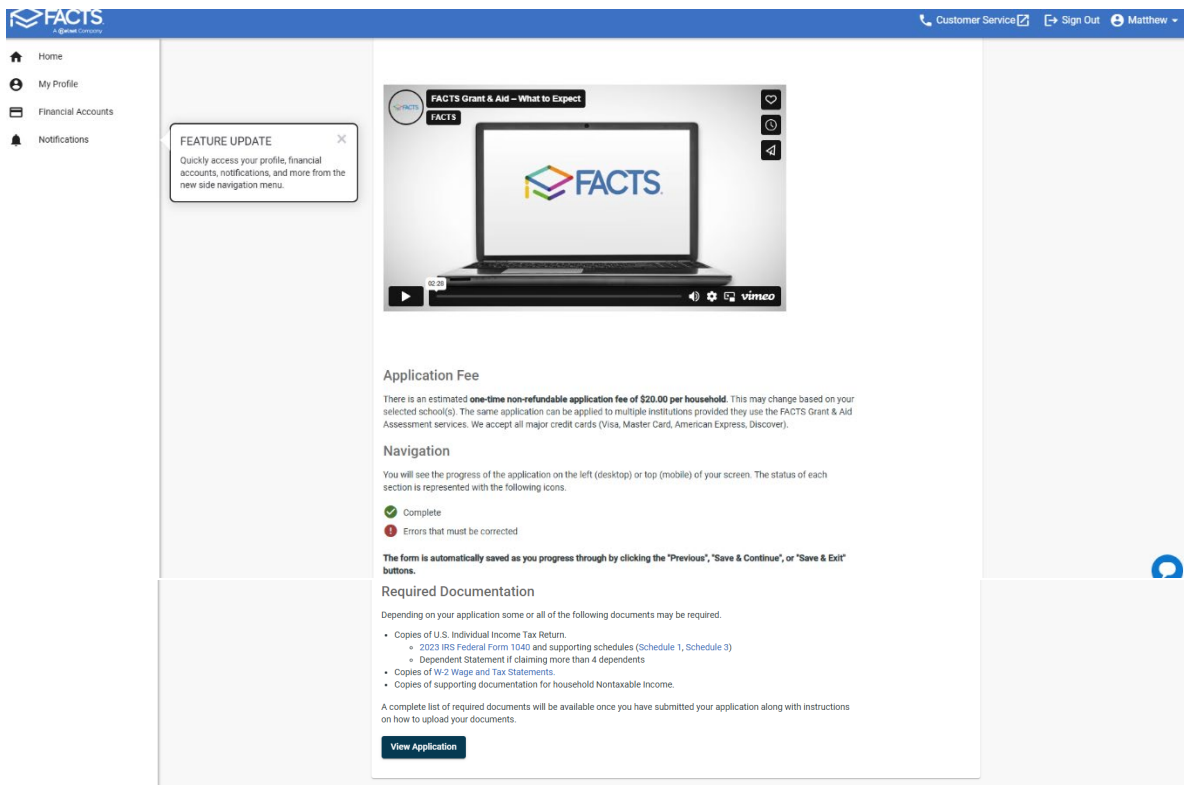
8. Once the login is created or you have logged in with your old credentials, it will take you to the main homepage within FACTS. You will want to select the 'Start Application' option.



9. When starting the application, you should select the school year that your student will be starting in. Do not select the current school year.

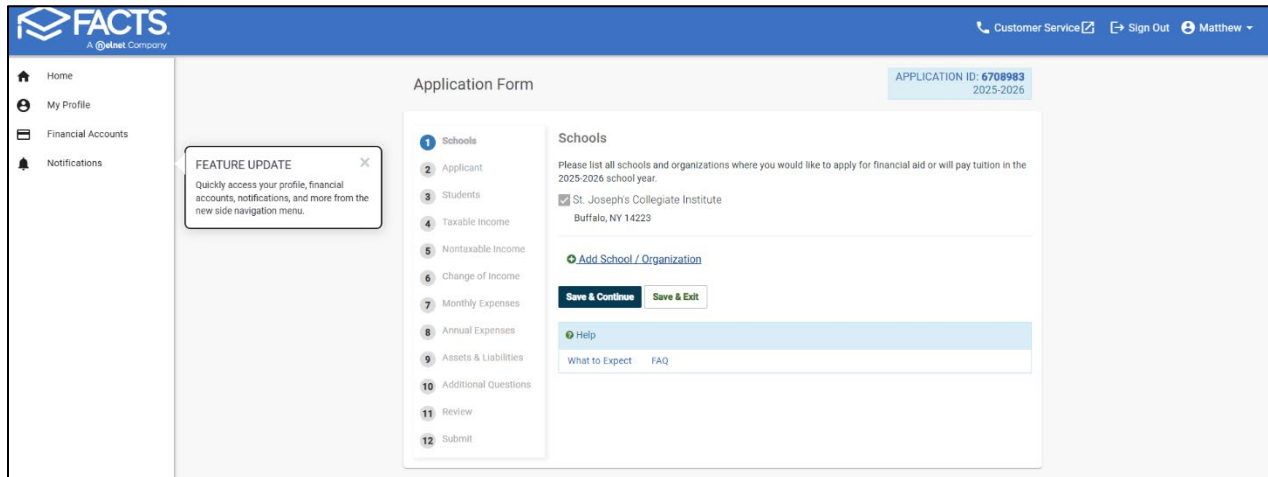


10. After you select the year, there is a brief explanation of what is needed for the application process, along with \$20 fee per household that you will need to submit at the end of the application.

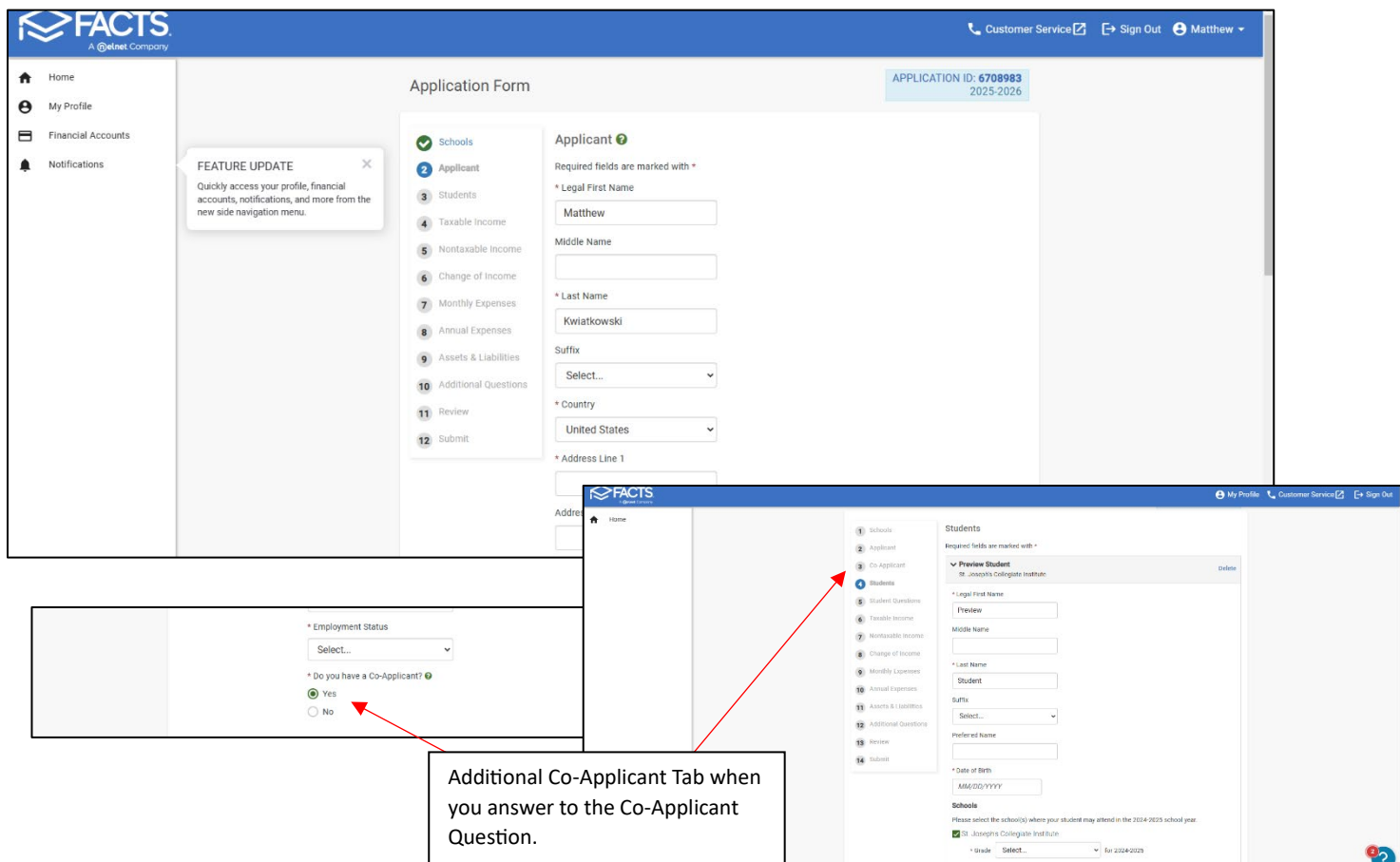


11. If you used the link from sjci.com, St. Joseph's Collegiate Institute, should automatically populate in the application. If it is not appearing, search for 'St. Joseph's Collegiate Institute' and add it to your list as a school on the application.

Please note you can add multiple schools to the FACTS Application and must list it under the schools portion AND in "Students" Section where you assign the schools to the student on your application.



12. There are ten sections in the application. Please ensure that you are filling them out completely with all required information. If there are two adults in the household who will be considered financially responsible for payments, a 'Co-Applicant' section will generate to enter the other adult's information, if you select 'Yes' to the question on the Applicant Page.



13. Section 4 denoted “Student” will ask you to enter the information for the student you are applying for on their behalf. Important: If you are trying to share the FACTS Application with multiple schools you must have the school checked off on this Section for each student and on the first section of the application.

The “Schools” section must also have the schools checked off in order for multiple schools to receive the FACTS Application

St. Joe’s is selected to receive this application.

Bishop Timon is **not** selected to receive this application

Schools

No students have applied to the following schools: Bishop Timon/St Jude High School - **View Students**

Please list all schools and organizations where you would like to apply for financial aid or will pay tuition in the 2025-2026 school year.

St. Joseph's Collegiate Institute
Buffalo, NY 14223

Bishop Timon/St Jude High School
Buffalo, NY 14220

Students

Required fields are marked with *

Joe Marauder
St. Joseph's Collegiate Institute

* Legal First Name
Joe

Middle Name

* Last Name
Marauder

Suffix
Select...

Preferred Name

* Date of Birth
09/01/2006

Schools

Please select the school(s) where your student may attend in the 2025-2026 school year.

St. Joseph's Collegiate Institute

* Grade 9th for 2025-2026

Bishop Timon/St Jude High School

[Add New School](#)

14. Next, there will be a question that asks if you have another student at St Joe’s. It is important to answer this accurately because this will save you from having to fill out the FACTS Application twice for all your students.

FACTS
A @net Company

My Profile Customer Service Sign Out

Home

Application Form

APPLICATION PREVIEW
2024-2025

1 Schools
2 Applicant
3 Co-Applicant
4 Students
5 Student Questions
6 Taxable Income
7 Nontaxable Income
8 Change of Income
9 Monthly Expenses
10 Annual Expenses
11 Assets & Liabilities
12 Additional Questions
13 Review
14 Submit

Student Questions

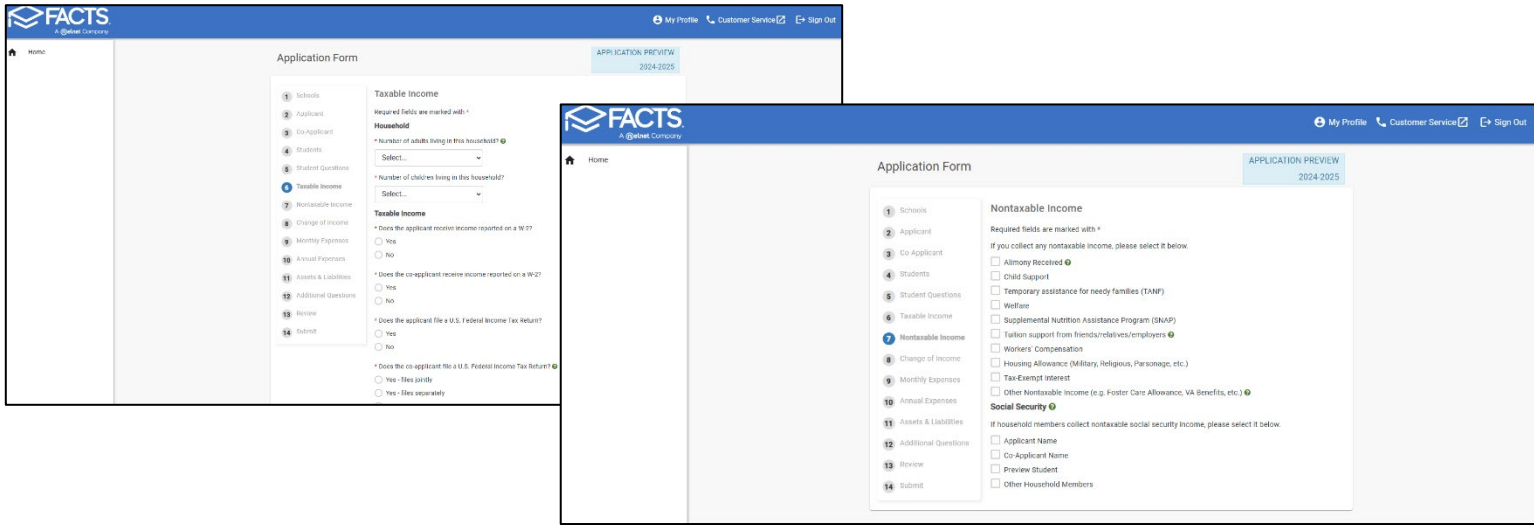
Required fields are marked with *

Preview Student - St. Joseph's Collegiate Institute

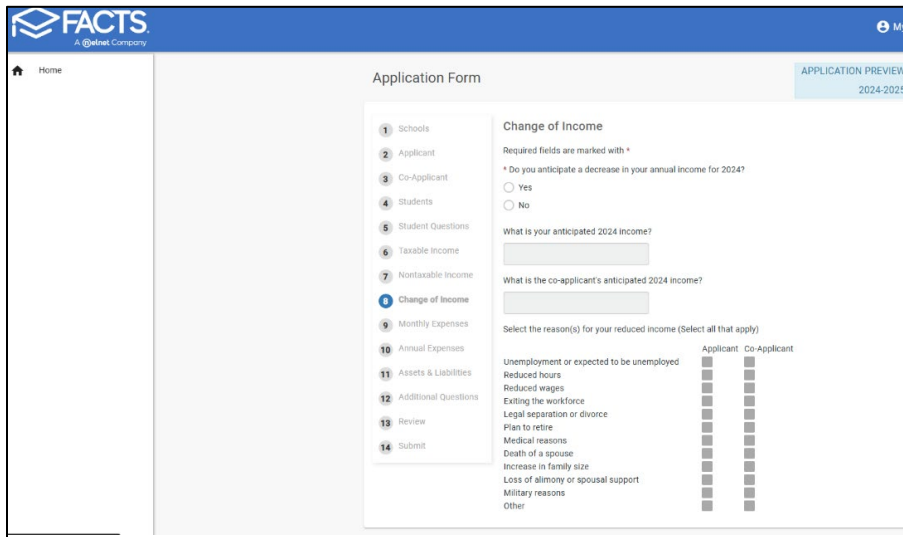
* Do you have older students attending St. Joe's?
Yes

* Please list the name and grade for the older students attending St. Joe's.

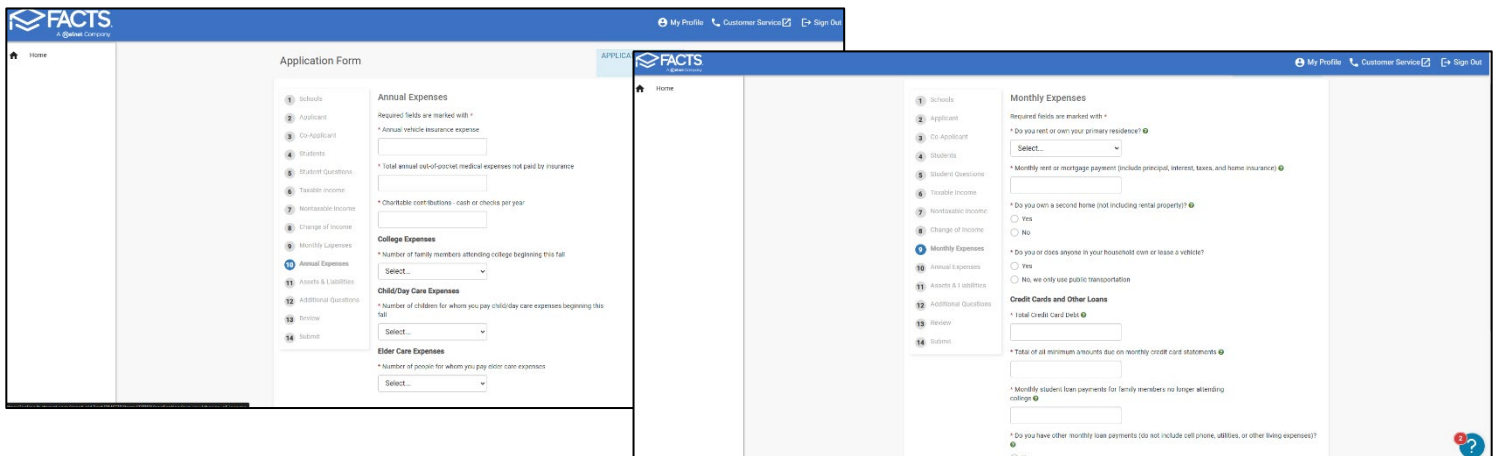
15. The next two sections are regarding your family's taxable and nontaxable income. We would suggest using your tax return and W-2's to help fill this section out more accurately.



16. The 'Change of Income' page should be used to explain any significant income changes that may have occurred since you last filed taxes or of any circumstances you would like the financial aid committee to be aware of.



17. The tab will ask questions regarding family expenses both on a monthly and annual basis. Please make sure to fill this out as accurately as possible.



18. The next section will be asking about assets and liabilities your family may have. Please be as accurate as possible when entering these figures.

The screenshot shows the 'Assets and Liabilities' section of the FACTS application form. The left sidebar contains a navigation menu with 14 items, with 'Assets & Liabilities' highlighted as item 11. The main content area is titled 'Assets and Liabilities' and includes a 'Required fields are marked with *' notice. Below this, there are several input fields for the following questions:

- * Value of cash, savings, and/or checking accounts
- * Value of stocks, bond investments, cryptocurrency, mutual funds, and/or certificates of deposit
- * Value of your 529 plan accounts
- * What is your expected contribution in 2024 to 529 plan accounts?
- * Value of retirement plan assets
- * What is your and/or your spouse's annual contribution to retirement plan assets?
- * What is the estimated value of your home?
- * What is the amount you owe for your home?

19. The final section of the application is a free form text box that allows you to enter any additional information you might deem relevant to the application.

The screenshot shows the 'Additional Questions' section of the FACTS application form. The left sidebar contains a navigation menu with 14 items, with 'Additional Questions' highlighted as item 12. The main content area is titled 'Additional Questions' and includes a 'Required fields are marked with *' notice. Below this, there is a large text box for entering information and a checkbox with the following text:

I/We understand that should any of the information included in this application or any supporting documents be untrue, the full amount of tuition assistance may be rescinded and full payment of tuition and fees will be due.

20. Make sure to review all the information you have provided before moving to submit the application.

The screenshot shows the 'Review' section of the FACTS application form. The left sidebar contains a navigation menu with 14 items, with 'Review' highlighted as item 13. The main content area is titled 'Review' and includes a 'Print' button. Below this, there is a 'Before submitting the form, please review and check if all the details have been captured correctly.' notice. The form displays the following information:

- Schools:** St. Joseph's Collegiate Institute
- Organizations:**
- Applicant:** First, Middle, Last, Suffix, Country: United States, Address Line 1, Address Line 2, City, State/Territory, Zip Code, Office Phone, Home Phone, Mobile Phone, Email Address, Social Security Number: (Not Displayed), Date of Birth: 12/31/1969, Marital Status, Relationship to Student(s), Employment Status, Do you have a Co-Applicant?: Yes
- Co-Applicant:** First, Middle, Last, Suffix, Social Security Number: (Not Displayed), Date of Birth: 12/31/1969

21. To submit the application there is a \$20 processing fee that FACTS charges. You will need a bank account or debit/credit card to pay the fee at the end of the application.

The screenshot shows the FACTS Application Form interface. The left sidebar contains navigation options: Home, My Profile, Financial Accounts, and Notifications. A 'FEATURE UPDATE' notification is visible. The main content area is titled 'Application Form' and shows a progress list on the left with items like Schools, Applicant, Co-Applicant, Students, Student Questions, Taxable Income, Nontaxable Income, Change of Income, Monthly Expenses, Annual Expenses, Assets & Liabilities, Additional Questions, Review, and Submit. The 'Payment Method' section is active, showing options for Bank Account (selected) and Credit / Debit Card. Below this, there are fields for Bank Account Details, including Account Holder Name, Bank Name, Account Type (Checking selected, Savings unselected), Routing Number, and Account Number. A checkbox for 'Save bank account to My Profile for future use?' is checked. At the bottom, there are links for Help, What to Expect, and FAQ.

22. Once you select the 'Submit Application' button, the application will be fully submitted. There will be one more step required after this point to complete the FACTS Application.

The screenshot shows the FACTS Application Form interface at the 'Submit Application' step. The left sidebar and progress list are the same as in the previous screenshot. The 'Submit Application' section is active, showing a total amount of \$20.00 for the Application Fee. A 'Payment Method Disclosure' box indicates that card transactions are processed by FACTS Management Company, USA. Below the total amount, there is a checkbox for 'By clicking "Submit Application", you are agreeing to the terms and conditions.' and a link to 'View Terms and Conditions'. At the bottom, there are buttons for 'Submit Application' and 'Exit', along with links for Help, What to Expect, and FAQ.

23. The final component of the application is the document upload section as seen below. You will need to upload your W-2's and Tax Return Schedules to fully complete the process. They can be uploaded as a PDF or Image File. Please ensure to use a high-quality image when submitting. Otherwise, FACTS will

not accept it and request it again. The 'Help' button can also provide you with clear examples of what is needed to complete the application. If you are unsure if documents have been uploaded properly into the portal, contact Matthew Kwiatkowski via phone (716-270-4117) or email (mkwiatkowski@sici.com) for assistance.

The screenshot shows the FACTS Application Summary page. The left sidebar contains navigation options: Home, My Profile, Financial Accounts, and Notifications. The main content area is titled 'Application Summary' and shows the application status as 'INCOMPLETE'. A message states: 'The following (2) are needed to complete your application: Upload your required documents.' Below this, there is a 'Required Documents' section with a table of documents to be uploaded. The table has columns for 'Document Type', 'Status', and 'Action'. The documents listed are: 2023 Federal Tax Return (Form 1040 (Part 1) and Form 1040 (Part 2)), 2023 W-2s - Jane (W-2), and 2023 W-2s - Matthew (W-2). The status for each document is 'Not Submitted'. There is an 'Upload' button at the bottom right of the document list. A 'Help' button is circled in red. Below the document list, there is an 'Institution Status' section with a table showing the institution name and status. The institution listed is 'St. Joseph's Collegiate Institute' with a status of 'Incomplete'.