

What parents/guardians need to do...

1. New families must complete the admissions process and be accepted to the school.
Additionally, all families must let the Registrar know you will be applying for assistance.
2. Fill out the online tuition assistance application from the FACTS Management Company at <https://online.factsmgt.com/aid>. **The deadline for filing the FACTS application for assistance is March 1.** Returning families to the assistance program whose applications are received after the March 1st deadline are unlikely to receive tuition assistance since funds are limited.
3. Submit copies of your current 2025 W-2 and 1040 tax forms **to FACTS** for evaluation. Provide copies of **all** forms you file for income tax purposes. **The deadline for receipt of tax forms is March 1.**
4. Returning families will need to submit a completed Family Pastoral Recommendation form to the Registrar's office. A copy of the form is available from the Registrar.

What parents/guardians need to know...

1. **Assistance is available beginning with the 1st grade.**
2. **Initially, tuition is calculated at the full tuition rate until the initial assistance award is determined.**
3. **The deadline for completion of your assistance application with FACTS is March 1.** We desire to help all families in need, which consumes our resources quickly. Please plan to complete your application before the deadline.
4. The spot(s) for your child(ren) will be assured as soon as you have completed the tuition assistance process and your **initial** acceptance to the tuition assistance program is determined. The **final** acceptance into the assistance program is contingent upon review of your child's final grades and conduct reports for the 2025-2026 school year to determine if they continue to meet eligibility requirements. **This review is done the first week in June and you will be notified if there is a change to your eligibility.**
5. Secondary students must have a grade point average of **3.0** or higher and no failing grades to receive assistance. Returning student's discipline referrals will be considered in determining assistance eligibility. Elementary students must have minimum grade of **80** in English, reading, history, math, science, classroom citizenship grades no lower than 80 and cannot have any "N's" or "U's" for conduct.
6. Assistance may be revoked at any time for discipline reasons.
7. Parents need to demonstrate a positive supportive relationship with the school in their speech social media posts, and actions in order receive assistance, and to keep any assistance awarded.
8. Tuition Assistance decisions are based on dual incomes for a two-parent household. Exceptions would include families with children younger than kindergarten age or other dependents in the home needing full-time care, or a physical/health limitation that prevents a parent from working. If a parent chooses not to work without having any of these extenuating circumstances, the school will add the equivalent of a 40-hour per week, minimum wage income to the total family income for the year for determining assistance awards.

9. When returning families are notified of their tuition assistance award or new families sign an Enrollment Agreement you are liable for the agreed upon tuition in full should you decide later to withdraw your child(ren) for any reason.
10. All families on assistance are required to pay the full cost of any class trips that are a part of their child's grade level curriculum. Specialty classes (Academic Services) are subject to discount for qualifying families.
11. **Eligibility for the assistance program is re-evaluated each year.**