



Financial Need Application Guide

At Calvary Lutheran School we believe that every enrolled family has a financial responsibility to contribute to the costs of their children’s education. We recognize that some families lack the financial gifts to pay full tuition costs even after they have properly reviewed and appropriately prioritized their budget. We determine a family’s financial need by using the services of FACTS Management, and we respond to each family’s financial need as we are able within our established guidelines.

Before you seek to qualify for financial assistance, please be aware of our policies regarding financial assistance as outlined below:

Community Family Financial Assistance Policy

This policy applies to families who are not members of Calvary Lutheran Church or her sister congregations.

1. A financial assistance application may be made for enrollment of students in kindergarten through grade 8. Financial assistance is not available for pre-kindergarten enrollment.
2. A FACTS online financial application must be fully completed for a family to be considered for financial assistance.
3. Families are responsible for **full payment** of their registration fee of \$500 per child for even if they qualify for financial assistance.
4. By policy, families qualifying for financial assistance are responsible for payment of **at least the minimum** tuition noted below:
 - 40% of tuition for re-enrolling students in Gr. 4-8 \$2,750 Full Tuition \$6875
 - 50% of tuition for re-enrolling students in Gr. K-3 \$3,438 Full Tuition \$6875
 - 50% of tuition for all newly enrolling families \$3,438 Full Tuition \$6875

If you will **not** be able to complete full payment of your children’s registration fees and at least the minimum tuition listed above, you may apply for assistance through our Adopt-a-Family and/or Ace Scholarship plans.

Directions for Financial Need Application

You will need the following to complete your application:

- Federal Income Tax Return – Use your 2018 or, if you have completed it, your 2019
 - Social Security Numbers for you and your child(ren)
 - Information on additional income: Social Security, Food Stamps, Child Support, etc.
 - Credit Card, Loan, and Health Insurance information
 - Car Payment and Insurance Information
 - Value of Assets: Bank Accounts, Investments, Retirement Plans, Home
1. Use a computer connected to the internet and log on to the following site:
<https://online.factsmgt.com/aid>
 2. Sign in to FACTS
 - If this is the first time you have completed a FACTS application, select *Create and Account* and follow the directions.
 - If you have completed a FACTS application in previous years, simply *Sign In* using your existing user name or email and password. If you have forgotten your user name or password, simply select *Forgot Username/Password*.
 3. When you have created your account or signed in, a video is provided to walk you through the application process. You can also get live help at any time by selecting the green *Live Help* tap on the right side of your screen. You will also see *Help* boxes on the right side of your screen which provide helpful information.
 4. At the end of each page you may *save and continue*, *save and exit*, or go back to the *previous* page. If you select *save and exit*, you can return to your application by going back to <https://online.factsmgt.com/aid> anytime and signing in with your username and password.
 5. When you reach the *School Information* page, you will be asked to enter the following:
 - *Annual Tuition*: Enter the total tuition and fees number which is located on the bottom of your School Tuition and Fees Form
 - *How Much You Can Pay*: Based on your review of your own budget, enter the total amount of tuition and fees you will be able to pay for the 2020-2021 school year.
 6. When you have completed all portions of the application, you will be able to review your entire form and then you will need to pay a \$35 fee by credit card or bank account to submit your application.
 7. You will now need to submit your completed tax return electronically, by fax, or by mail as directed on screen. Your application is not complete and will not be reviewed until you have submitted your tax return to FACTS.