



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 believe that each family should be able to pay at least 10% of their net income for school tuition and fees. 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

1. A FACTS online financial application must be fully completed and submitted for a family to be considered for financial assistance.
2. Families are responsible for full payment of their K-8 registration fee of \$500 per child even if they qualify for financial assistance.

Directions for Financial Need Application

You will need the following to complete your application:

- Federal Income Tax Return – From current or previous tax year
 - W-2s, Wage and Tax Statement from current or previous tax year
 - 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 into FACTS
 - If this is the first time you have completed a FACTS financial assistance application, select *Create an Account* and follow the directions.
 - If you have completed a FACTS financial assistance application in previous years, simply *Sign In* using your existing username or email and password. If you have forgotten your username or password, simply select *Forgot Username/Password*.

3. Select the term for the new school year
4. When you have created your account or signed in, a video is provided to walk you through the application process. You will also see an overview of your application fee, site navigation, and documents required to complete your application. You can also get live help at any time by selecting the *Chat Now* tab on the right side of your screen. You will also see a *? Help* box on the bottom of each page which provide helpful information.
5. Add our School
 - Click on Add School/Organization
 - Search – Use our Zip Code 75238
 - Select – Calvary Lutheran Church and School
 - Click on Add
 - Click on Save and Continue
6. 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.
7. When you reach the *Student* page, you will be asked to enter the following:
 - *How Much You Can Pay*: Based on your review of your family budget, enter the TOTAL amount of tuition and fees you will be able to pay for each of the children you are seeking enroll for the new school year.
8. 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 \$40 fee by credit card or bank account to submit your application.
9. You will now need to upload your completed tax return as directed on screen. Your application is not complete and will not be reviewed until you have submitted your tax return to FACTS.