



## 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 recognized 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:

### **Member Family Financial Assistance Policy**

This policy applies to families who are members of Calvary Lutheran Church or her sister congregations.

1. A FACTS online financial application must be fully completed for a family to be considered for financial assistance.
2. To be enrolled, member families must contribute financially to support the cost of their child's education. The amount of support will be determined by the School Board based on the family's FACTS financial need application.
3. When member families qualify for financial assistance, the School Board first assesses the family's ability to pay registration fees for each child, and then the family's ability to pay tuition.

Member tuition for the 2017-2018 school year represents 35% of the actual educational cost for your children with the remaining 65% of cost being supported by the members of our supporting congregations. It is our prayer that every member family will carefully review their personal finances and prioritize Christian education before making the decision to apply for financial assistance.

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## Directions or Financial Need Application

You will need the following to complete your application:

- Federal Income Tax Return
  - (If you will not be able to file your 2015 return by the February 26 deadline, please contact the school office.)
  - 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> (you can also find this link at [calvarydallas.org/school](http://calvarydallas.org/school))
  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 2016-2017 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 \$30 fee by credit card or bank account to submit your application.
  7. Your application will now be completed by you will 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.