



## TUITION COLLECTION AND FINANCIAL AID PROCESS

Tuition is paid via FACTS. Parents may choose to pay monthly up to twelve months. To create an account please visit: <https://online.factsmgt.com/signin/41N3Z>

All families MUST create an account before school starts.

FACTS makes quality education affordable for families by assisting schools in awarding financial aid. They work with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need. **FACTS CHARGES EVERY FAMILY A \$45.00 FEE TO HAVE AN ACCOUNT.**

To apply for financial aid, visit: [facts grant and aid](#)

Do not hesitate to call St. Leonard if you have any questions or need help at 708/749-3666.

The following supporting documents are required to complete the application process:

- IRS Federal Income Tax Return, including all supporting schedules (the year of the tax return depends on the tax requirements of your school). If applicant and co-applicant file separately, we require both tax returns for the same tax year.
- Copies of all the current year W-2 Wage and Tax Statements for both the applicant and co-applicant. NOTE: If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.

**IMPORTANT:** If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.

- Copies of all supporting documentation for household Non-Taxable Income such as:
- Social Security income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.

A non-refundable application fee may be required before your application will be submitted.

NOTE: Award decisions are made by the institution providing the financial aid, not FACTS.