



## TUITION COLLECTION AND FINANCIAL AID PROCESS

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.

To apply for financial aid, visit: <https://online.factsmgt.com/aid>

There is a link on the St. Leonard School website with the FACTS logo. Click on the FACTS logo and you will be brought to the FACTS home page.

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.