

Dear Parent/Guardian:

Registration for each academic term begins annually on February 1<sup>st</sup>. If your family needs to apply for need based tuition assistance, this letter will guide you with the requirements. FACTS Grant & Aid, a Nelnet Company, will be conducting the financial need analysis for all applicants. The FACTS application link is available on the school webpage.

Families applying for tuition assistance for students entering grades 1-8 will need to complete a FACTS Grant and Aid application, and submit the required supporting documentation annually by April 15<sup>th</sup>. All verified FACTS Grant and Aid applications will be automatically considered for the Diocesan Lally Scholarship. (No additional forms needed for consideration for the Lally Scholarship.) The Diocesan Beacon of Hope Scholarship requires a paper application be submitted to the school principal by April 1<sup>st</sup>. NO late applications will be considered. The paper application is available on the school webpage.

ASCA's tuition assistance is awarded on a family's financial need - based on both parents' incomes, regardless if both parents reside at the same address. In the event a FACTS Grant and Aid application has only one income listed, an official copy of a custodial order, or other legal documents would need to be provided detailing the exclusion of the non-custodial parent's financial responsibility. Some circumstances that demonstrate the need to exclude a second parent's income may be:

- Monthly child or alimony support (which needs to be listed on the custodial parent's FACTS application)
- Estranged relationship between non-present parent and enrolled child
- Adoption/Foster
- Single parent birth certificate

Once the online FACTS Grant and Aid application has been completed, the following documents are required to verify your application.

- Copies of your most recent Federal tax forms including all supporting tax schedules /documents for both applicant and co-applicant
- Copies of previous year's W-2 forms
- Copies of any supporting documentation (custodial, court documents, etc.)

If you need assistance with uploading documents, please contact Mrs. Coffey in the main office at 518-438-0066 or via email [office@ascaalbany.org](mailto:office@ascaalbany.org).

Sincerely,  
Ms. Traci Johnson  
Principal

