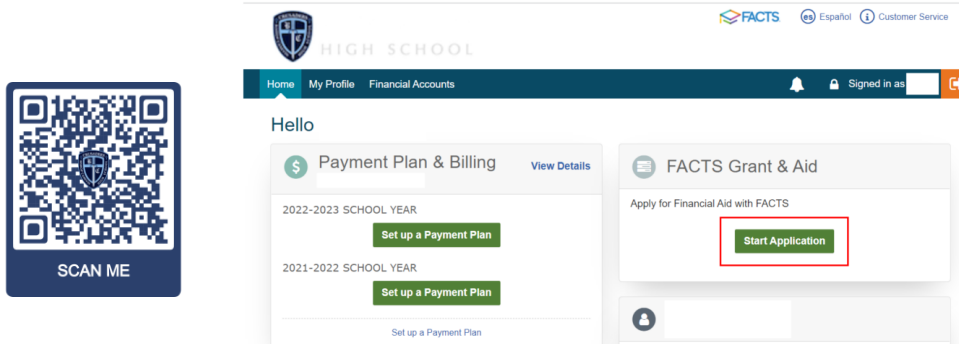


## FACTS APPLICATION PROCESS

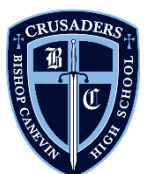
*The FACTS Online Application is due by March 15, 2023.*

1. Access the FACTS Application at <https://online.factsmgt.com/signin/3MRQG> or scan the QR code.
2. Applicants must have a FACTS account.
  - a. New to FACTS? Select **Create a username & password** to create an account.
  - b. Already have an account? Select **Sign in** to proceed to the application.
3. Once logged into your account, select **Start Application** to begin.



4. Some key pieces of information that will be requested:
  - a. Term Year and School
  - b. Organization (For Bishop Canevin, this will default to “Catholic Diocese of Pittsburgh”. If applying to other organizations, like the Crossroads Foundation, please input separately.)
  - c. Applicant info (name, address, contact, SSN, date of birth, etc.)
  - d. Co-Applicant info, if applicable (same as Applicant info)
  - e. Student info (Name, SSN, date of birth, school/year, how much family can pay in tuition, etc.)
  - f. Taxable income details (having tax returns and/or W-2 handy can help)
  - g. Nontaxable income details (having tax returns and/or W-2 handy can help)
  - h. Change of income (explain any expected differences year over year)
  - i. Monthly expenses
  - j. Annual expenses
  - k. Assets & Liabilities (having tax returns handy can help)
5. Some or all of the following documents may be required for upload:
  - a. Copy of U.S. Individual Income Tax Return, supporting schedules, and business returns
    - i. 2021 IRS Federal Form
    - ii. 2022 IRIS Federal Form\*
    - iii. Dependent Statement if claiming more than 4 dependents
  - b. Copies of 2021 and 2022\* W-2 Wage and Tax Statements
  - c. Copies of supporting documentation for household Nontaxable Income

*\*Applications can be submitted prior to completing or receiving your 2022 Tax Forms and W-2s, however you will need to update the FACTS Application with these documents before March 15, 2023.*



## FREQUENTLY ASKED QUESTIONS

### **How FACTS Grant & Aid Assessment Works**

FACTS Grant & Aid Assessment uses key personal and financial information to evaluate your need for financial aid. By completing an application, you will provide the necessary information to help your school administrators make an informed decision about awarding tuition aid. The first step of the process is to complete the online application as accurately as possible. You will then need to submit your Federal income tax return, W-2 forms, and supporting documentation for nontaxable income to our office. FACTS Grant & Aid Assessment will then make a recommendation to the educational institution on how much financial assistance is needed by each family that has applied. The final decision on how much financial aid to be given to each family will rest with the educational institution.

### **What happens if I do not provide all of the requested information?**

Failure to provide all of the necessary information needed to complete the application process may result in your family not receiving financial aid or limit the amount given by the organization providing the award.

### **If I do not have all of the necessary information to complete the application online, will I have to start over?**

No. As you complete the online application, there will be a "Save & Continue" button at the end of each section. If you are unable to complete the entire application, you can select the "Save & Exit" button and continue your application at a later time.

### **What if I need to make changes to my application?**

If you have submitted your application, you may log on to the FACTS Grant & Aid website with your username and password to access your application and make corrections or changes. Schools you have applied to will be notified of changes to your application from the original submission.

### **How can I check the status of my application?**

Once you have completed the online application, you will be able to log on to the FACTS Grant & Aid Assessment website with a username and password to check the status of your application. The username and password will be created by you the first time that you log on. If you have misplaced your username and password, you will need to contact a FACTS Grant & Aid Assessment team member at 866-315-9262 or email us at [info@factstuitionaid.com](mailto:info@factstuitionaid.com).

### **What if I have more questions?**

For questions about the Financial Aid Application, please contact a FACTS Customer Care Representative at 1-866-441-4637. For questions about the general financial aid process and Bishop Canevin Scholarships, please contact our Admissions Office at (412) 922-7400 ext. 220.

