



## 2016-2017 Bishop's Scholarship Fund

The Bishop's Scholarship Fund's mission is to help families afford a Catholic education. In this past year, the BSF awarded over \$2,000,000 in aid to families at the Diocesan elementary schools in Fairfield County. Please carefully read through all of the sections below to learn how you can apply.

### **Who can apply for a scholarship?**

All families who have a child or children registered, or are considering registering, in a Diocesan sponsored Catholic Elementary school in Fairfield County (Grades Pre K-8) and are in financial need of tuition assistance. Even if you have applied for and/or received an award in the past from any of our programs, you must fill out and submit a new application for the 2016-2017 school year. Aid will be awarded on a first come, first served basis to families who demonstrate need.

### **What is the deadline?**

Only completed applications submitted with all required supporting documents will be considered. The deadline for submitting an application is **Tuesday, March 15, 2016**. Completed applications received after this date will still be considered but will not be given priority for the 2016-2017 school year.

### **How to apply?**

Complete the Grant and Aid application at [www.FACTSmtg.com/aid](http://www.FACTSmtg.com/aid) and submit the required supporting documentation. We highly recommend that you scan and upload the documents rather than mail or fax them, which can significantly delay their processing. Please note that there is a non-refundable \$30.00 application processing fee payable by credit card. Only one application per family is required.

### **How are scholarships awarded?**

- Scholarships will be awarded to eligible students based on:
  - Program eligibility
  - Financial Need
  - Timing of when application is received and completed
- Notifications will be sent to families beginning April 1, 2016. An application will not be considered for an award until it is fully completed and ALL supporting documentation is received.
- You will be given a deadline to accept the award; credit to your tuition account will be made once your registration and enrollment process is complete.

**Please note** that although every effort is made to grant a scholarship to all those in need that are eligible for our programs, there is limiting funding available on a yearly basis. If you are denied an award, please reach out to school administration about additional options that may be available to you.



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### Tuition Assistance Application

#### **What documents will I need?**

1. 2015 W-2 Forms
2. 2014 or 2015 1040 Tax Return

#### **I can't find my tax return.**

If you cannot locate your tax return, contact the Internal Revenue Service at 1-800-908-9946 and request a transcript.

#### **I don't file taxes.**

If you do not file taxes contact the Internal Revenue Service at 1-800-908-9946 and request verification of non-filing.

#### **It's asking for a Schedule/Form from my tax return, but I don't think I filed one.**

It is asking for a Schedule (often C, K, etc) or Form because one of the fields you completed on your tax return indicates that you filed that schedule. It must be submitted for your application to be considered complete.

#### **I'm having trouble uploading my forms.**

It is best to find a way to scan your documents. Faxing or mailing the forms to FACTS will significantly slow down the processing of your application and you may miss the deadline for completion. Please contact your school for assistance.

For any questions or clarification of the application process,  
**contact FACTS directly at (866) 441-4637.**