

Checklist for a Spalding Scholarship Application

- Thoroughly **read the Protocols and Procedures for details** on how to complete the application process.
- Submit the **FACTS Grant & Aid Application** online (preferred) or my mail. If you need help or to use a computer at school, contact Mrs. Rettick at 309-828-5954 for an appointments. See FACTS contact information below.
- Pay the **\$30 application fee** to FACTS Management Company.
- Upload, fax or mail your **2016 federal income tax return and ALL supporting tax schedules and documents** to FACTS Management Company.
- Upload, fax or mail your **2016 W-2 Wage & Tax Statements** to Facts Management Company.
- Ask your **parish pastor to submit a recommendation** to the Diocesan Office of Catholic Schools that your family is in good standing in the parish. *COMPLETE AND RETURN THE BOTTOM PORTION OF THIS PAGE TO THE OFFICE BY MARCH 10 SO YOUR NAME CAN BE PLACED ON THE PARISH LETTER.*

Apply as early as you can, but ALL DOCUMENTS MUST BE SUBMITTED BY THE DEADLINE DATE OF MARCH 15, 2017, for the application to be considered for the Spalding Scholarship.

**The One Page, Diocesan Application is no longer required

FACTS CONTACT INFORMATION:

Online application:	online.factsmgt.com/aid
Customer Service email:	info@factstuitionaid.com
Customer Service number:	(866) 441-4637
Fax number for supporting documents:	(866) 315-9264
Supporting documents & paper applications mailed to:	FACTS Grant & Aid Assessment P. O. Box 82524 Lincoln, NE 68501-2524



Fr Greg Nelson – We have applied for the John Lancaster Spalding Scholarship. Please include our family in your letter of recommendation to the Diocese:

Parents: _____ Student Name(s) _____ Grade in 2017/18 _____

Address: _____
