



January 1, 2025

Dear OLG School Families,

I am pleased to announce that Our Lady of Grace (OLG) School will once again be able to provide tuition assistance for the qualifying families of OLG School for the coming school year. Our intention is to help you to continue to provide a quality Catholic education for your student(s) at OLG School.

Grant & Aid Applications will not be submitted via your Family Portal.

You can access the Grant & Aid site at

<https://online.factsmgt.com/aid>

This link can also be found on the OLG School website.

Login Credentials

- **If your family submitted a Grant & Aid application for the 2024-2025 School Year**, you have an account. **Sign In** with your previous FACTS Grant & Aid Username/Password. These credentials are different than your Family Portal credentials. If you cannot remember your FACTS Grant & Aid Username, please send an email to Mrs. Patricia Kane, Business Manager at pkane@olg-church.org and she can provide it to you.
- **If your family did NOT submit a Grant & Aid application for the 2024-2025 School Year**, you do not have an account. Please **Create an Account**.

Application Deadline is February 28, 2025

(All supporting documents must be submitted to FACTS)

Once your application is submitted, please check your email regularly for updates from FACTS regarding the status of your application or requests for more information. Additional details of the Grant & Aid process can be found on the reverse side of this letter.

Thank you for your support and your continuing commitment to Catholic education here at Our Lady of Grace School and thank you for the great gift you are making possible for your child(ren) again next year.

Sincerely,

Mrs. Erin Mares

Erin Mares

Principal, Our Lady of Grace School

2025-2026 Grant & Aid Details

Application fee - \$45.00

Tuition Assistance is available to OLG School families that:

- Are Catholic families who registered as parishioners of OLG parish prior to February 15, 2025.
- Complete each of the steps of the Tuition Assistance process by the deadlines.
- Are determined to have a financial need by FACTS Grant & Aid Assessment.
- Have successfully submitted their students' 2025-2026 Online Enrollment Packet
- Have paid their students' non-refundable 2025-2026 Online Student Enrollment Fees.
- Are current with their 2024-2025 financial obligations.

Important Notes for Tuition Assistance:

- The maximum Tuition Assistance Award is 30% of the tuition cost for each student.
- The Extenuating Circumstances field should be used to provide financial information that is not apparent via the application or supporting documentation. Please provide specific financial details. Additional financial documentation may be requested by the committee based on the Extenuating Circumstances information provided.

The following supporting documents are required to complete the application process:

- **IRS Federal Income Tax Return** including all supporting schedules for 2024 or 2023. If applicant and co-applicant file separately, we require both tax returns for the same tax year.
- Copies of **ALL 2024 W-2 Wage and Tax Statements** for both the applicant and co-applicant.
- Copies of all supporting tax documents if you have business income/loss from any of the following:
 - Business – send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
 - Farm – send Schedule F and Form 4562 Depreciation and Amortization
 - Rental Property – send Schedule E (page 1)
 - S-Corporation – send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
 - Partnership – send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
 - Estates and Trusts – send Schedule E (page 2), Form 1041 and Schedule K-1

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 2024 or 2023 Federal Form 1040 Tax Return.

Tuition Assistance Awards:

- Final decisions on tuition assistance awards will be made by the OLG Parish Finance Council, based on the FACTS Grant & Aid Assessment Program recommendations, OLG Tuition Assistance Committee recommendations and available tuition assistance funds.
- Award notifications will be sent to families no later than April 15, 2025.