



## 2019-2020 Tuition Assistance Process

Notre Dame determines tuition assistance based on the standards established by the FACTS Grant & Aid Assessment and the schools internally established criteria.

In order to be considered for Tuition Assistance, follow the process stated below:

Applicants must complete a FACTS Grant & Aid Assessment Application online, upload required documentation and pay a processing fee of \$32.00.

***All FACTS applications are to be completed and submitted online only.***

Only one application is required for all children in the family that attend Catholic private schools in the Diocese of San Jose. Be sure to list each child and corresponding school on your application.

### ***Submitting required documentation***

FACTS documentation requests can be submitted 2 ways, by **February 4, 2019**. If your taxes are not completed by the deadline, you may submit the application with the previous year's tax return and current W-2's. As soon as your current taxes are completed, provide a copy to FACTS.

1. Upload to FACTS Grant & Aid Assessment – you are given the option to submit your supporting documentation by uploading a file at the end of the application. The file must be in a PDF format and less than 50 MB in size. If you do not have the information available at the time of application submission, you may log back in at any time to upload the information. This is the most secure method of submitting the documentation.
2. Fax to FACTS Grant & Aid Assessment – You can fax your documents to Facts Grant & Aid Assessment at 866-315-9264. Please make sure to include your application ID number on any faxes sent. This will ensure that the documentation gets matched to the correct application.

### **Please note that:**

- Incomplete or late applications will result in less or no financial aid awarded to qualified families. School deadlines may differ so you must still meet our February 4th deadline.
- Applications submitted during the academic year are reviewed quarterly and awards are subject to funds available.
- Tuition Assistance awards are granted for one academic year only. Families need to apply annually.

### **Contact**

Please contact Jill Miller in the business office with additional questions.

Email: [jmiller@ndsj.org](mailto:jmiller@ndsj.org)

Phone: 408 294-1113 ext. 2121

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