

### 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 by mail. See 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.
- Note: The one page, diocesan application is no longer required.**

**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.**

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#### **FACTS CONTACT INFORMATION:**

Online application:	<a href="http://online.factsmgt.com/aid">online.factsmgt.com/aid</a>
Customer Service email:	<a href="mailto:info@factstuitionaid.com">info@factstuitionaid.com</a>
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
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