



300 Wyoming Avenue
 Scranton, Pennsylvania 18503-1279
 (570) 207-2251
 (570) 207-2261 fax

Office of Catholic Schools

January, 2018

Dear Holy Cross High School Families,

We are pleased to announce that our re-registration period for the 2018-2019 academic year has begun. As always, your continued support for the ministry of Catholic education is deeply appreciated.

Realizing the tremendous sacrifice you make to educate your children, there are financial assistance options available. One of the most significant methods of tuition reduction is the EITC program. To apply for this tuition assistance, you must complete the *FACTS Grant and Aid Application*. Information on this application process is enclosed in this packet. In addition, each school will continue to provide opportunities to help reduce the tuition cost to your family (i.e. gift certificate programs). Please speak to your principal for further information regarding these other opportunities.

Some important information to consider:

- Enclosed with this letter you will find ONE document that contains both the Registration Form and Tuition Contract.
- **The deadline for all registration materials is February 9, 2018.** All materials must be received for registration to be complete.
- Registration materials should be returned to the school your oldest child attends.
- A \$100 non-refundable family registration fee should accompany your registration.
- You must be current on all financial responsibilities in order to register for the next school year. Please refer to the **Delinquent Tuition and Fees Policy** enclosed in this packet.
- The *FACTS Grant and Aid Application* must be completed for financial aid consideration. Please note that the financial aid application must be completed each year and that you must be registered to be considered for an award. You must be current on all financial responsibilities in order to be considered for financial assistance through *FACTS Grant and Aid* for the upcoming year.
- The deadline for submitting the *FACTS Grant and Aid Application* is April 15, 2018. If you are submitting an application after this date, please be aware you may receive a reduced award, as the amount of tuition assistance available is limited.
- Pre-Kindergarten information will come under separate cover from each school. A Preschool student is eligible for both a multiple child discount, and an early payment discount.

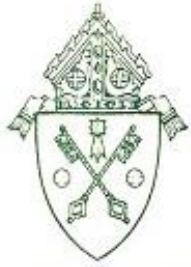
Our longstanding tradition of providing quality Catholic education within the Diocese of Scranton is a source of great pride and a testament to all responsible for it. Thank you for your partnership as we continue to educate the young people God has entrusted to our care. Please be assured of our prayer for you, your family and the entire Catholic school community of the Diocese of Scranton.

Sincerely,

Monsignor David L. Tressler, M.Div., M.S., M.Ed.
 Diocesan Secretary for Catholic Schools/Superintendent of Schools

Benjamin Tolerico, Principal
 Holy Cross High School

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Office of Catholic Schools

**Diocese of Scranton Scholarship Foundation
FACTS GRANT & AID Financial Aid Application
List of Frequently Asked Questions**

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- 1. What is FACTS?**

FACTS is a third party service that handles all aspects of tuition management and the financial aid application and verification process.
 - 2. How do I fill out the FACTS Grant & Aid application?**

The FACTS Grant & Aid applications can be found by first clicking the link: <http://www.dioceseofscranton.org/catholicschools/apply-for-tuition-assistance/> and then clicking on the school which your student(s) attend(s).
 - 3. When is the application due?**

Applications are due April 15, 2018.
 - 4. What are the EITC and OSTC programs?**

The EITC program is the Educational Improvement Tax Credit program. The OSTC program is the Opportunity Scholarship Tax Credit program. Both programs are offered by the Department of Community and Economic Development and the state of Pennsylvania. They allow local businesses to apply to receive a tax credit for donations made to organizations such as the *Diocese of Scranton Scholarship Foundation* for tuition assistance. More information on both programs can be found on our website at: <http://www.dioceseofscranton.org/catholicschools/financial-aid-apply-for-tuition-assistance/>
 - 5. How do I know if I qualify for tuition assistance through the EITC and the OSTC program?**

An eligible student is a school age student, including an eligible student with a disability, who is a resident of Pennsylvania, who is enrolled in a school located in the Diocese of Scranton and who is a member of a household with an annual household income of not more than \$77,648 except that an additional income allowance of \$15,530 is permitted for the student and for each other dependent (as defined by the IRS) living within the same household. If you live within the boundaries of an underperforming school as determined by the Department of Education, you may also be eligible to receive financial assistance through the OSTC program. FACTS will determine your eligibility based on the information submitted in the FACTS Grant & Aid application.
 - 6. Is there more than one application for the EITC and OSTC program?**

No. The *Diocese of Scranton Scholarship Foundation* only has ONE financial aid application, the FACTS Grant & Aid application, which covers tuition assistance from the EITC and OSTC program.

7. How is the Diocese of Scranton Scholarship Foundation funded?

There are three funding sources which the *Diocese of Scranton Scholarship Foundation* utilizes in offering tuition assistance to families:

- i. The EITC and OSTC programs are funded by local businesses that make a donation to the *Diocese of Scranton Scholarship Foundation* through a tax credit program offered by the state of Pennsylvania.
- ii. The *Academic Angel* program allows individuals to donate directly to the Scholarship Foundation.
- iii. The *Bishop J. Carroll McCormick Endowment Fund* is a diocesan fund specifically for catholic school tuition assistance.

The *Diocese of Scranton Scholarship Foundation* utilizes the FACTS Grant & Aid application in offering tuition assistance through these programs.

8. Who do I call or email if I have questions on filling out the application?

Questions regarding the FACTS Grant & Aid application should be directed to 866-441-4637.

9. What happens if I apply after April 15th?

Applications are accepted after April 15th, but if you are submitting an application after this date or your application is incomplete, please be aware if eligible for tuition assistance, you may receive a reduced award or no award, as the amount of tuition assistance available is limited.

10. What do I need to do if I submit an incomplete application?

FACTS Grant & Aid will contact you via email and phone to let you know what items are missing. You can also log onto the FACTS Grant & Aid website to see what items are missing in your application.

11. What do I do if something happens and I need to notify FACTS Grant & Aid of a life status change, job situation change, and/or other change that impacts the financial information submitted?

Please call FACTS at 866-441-4637 to discuss changes to your application and ask them what forms you may need to submit to clarify these changes. These types of changes may affect the amount of tuition assistance you receive.

12. When will I be notified of my award?

If your application is submitted and complete by April 15, 2018, you will receive your award letter the first week of July.

13. Are there any other opportunities to apply for tuition assistance?

Please call your school Principal to inquire if additional tuition assistance is available. If available, you may need to complete applications in addition to the FACTS Grant & Aid application.

Catholic Schools' Business Office Tuition Representatives

- Alicia Busch (570) 558-4344
 - Holy Cross High School
 - Holy Redeemer High School
- Tara Adams (570) 558-4343
 - Notre Dame Elementary School
 - Notre Dame High School
 - Msgr. McHugh Elementary School
 - St. John Neumann Junior/Senior High School
 - St. John Neumann Elementary School
- Katie Henry (570) 558-4341
 - Holy Rosary School
 - Epiphany Elementary School
 - St. Agnes Elementary School
 - Wyoming Area Catholic
 - St. Clare/St. Paul School
 - All Saints Academy
 - Holy Family Academy
- Jean Scorey (570) 558-4342
 - Our Lady of Peace School
 - LaSalle Academy
 - St. Nicholas/St. Mary's Elementary School
 - St. Mary's Mt. Carmel School
 - St. Jude's Elementary School
 - Good Shepherd Academy