



November 2019

Dear Parents,

FACTS Grant & Aid Assessment will continue to conduct the financial needs analysis for St. Michael the Archangel School. Families who wish to apply for financial aid (EPSF, OSTC, and/or parish) will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by Friday, April 17, 2020.

Applicants can begin applying immediately at <https://online.factsmgt.com/signin/4JRF7>. (A link to FACTS can also be found on the homepage of the school website, www.st-mikes.com.) Once an online application has been completed and a payment plan has been selected, the following information will need to be sent to FACTS in order to complete the application process:

- ✓ Copies of your 2018 *Federal* tax forms including all supporting tax schedules
- ✓ Copies of 2018 W-2 forms for both parent wage-earners
- ✓ Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation must be uploaded in PDF format online using the link within the application process.

Please be sure to include the Applicant ID on all correspondence.

If you have any questions or concerns about the financial aid application process or are in need of assistance with uploading the tax documents, feel free to contact a FACTS Customer Care Representative at 1.866.441.4637 or Julia Spehalski, Bookkeeper, at 610.625.2748.

Sincerely,

Mrs. Colleen Weiss
Principal

OVER ►►

Nurturing Students. Challenging Minds. Inspiring Faith-Filled Leaders.

Primary School: 5040 St. Joseph Road, Coopersburg, PA 18036 610-965-4441
Middle School: 4121 Old Bethlehem Pike, Bethlehem, PA 18015 610-867-8422
www.st-mikes.com

FACTS FINANCIAL AID ENROLLMENT PROCESS

If you are new to FACTS Management:

- ✓ Go to the FACTS logo on our school's website (www.st-mikes.com) and click on the FACTS logo (Quick Links). This will take you to the FACTS homepage for St. Michael's. Simply click Create a Username and Password in the New Account Section on the bottom right. Follow the prompts and, when completed, select Apply for Financial Aid (bottom right). Be sure to also Set-Up a Payment Plan. Financial aid cannot be awarded without a payment plan selection.

OR

- ✓ Go to <https://online.factsmgt.com/signin/4JRF7>
- ✓ On right side of page under New Account, click Create Username & Password

If you already have a Username & Password:

- ✓ Go to our school's website (www.st-mikes.com) and click on the FACTS logo (Quick Links)
- ✓ Enter your Username & Password
- ✓ From your home page, click Apply for Financial Aid