



St. Theodore Guerin High School Financial Aid Process

St. Theodore Guerin High School has a limited amount of financial aid available to award each year. The amount available is initially divided and reserved by grade based on initial enrollment numbers. Until all aid requested is processed, we are unable to estimate the level of income, with adjustments, to which financial aid might be awarded.

By December 1 (to be considered for priority placement): Apply for admission to Guerin Catholic High School

- Online at <https://guerincatholic.schoolforms.org/pages/applynow>
- Choose “Application for Admission and Financial Aid” if you intend to apply for financial aid. If you choose “Application for Admission”, you will need to pay the \$250.00 application fee. That \$250 is non-refundable, but will be applied against the tuition and fees due to the school for next year if you accept our offer of admission for your student.

Between November 1 and December 15 (to receive a preliminary financial aid award with the admissions acceptance letter): Apply for financial aid online starting November 1:

<https://online.factsmtg.com/signin/3FFS2>

- Guerin Catholic uses an outside service called FACTS Grant & Aid Assessment for families wishing to apply for financial aid. A fee (currently \$30) is charged by FACTS to submit your application.
- If you utilized the “Application for Admission and Financial Aid” which waives the \$250 application fee, the deadline to complete the financial assistance application is December 15, 2014.
- New this year: Families who are new to Guerin Catholic High School may submit their financial assistance application between November 1, 2014 and December 15, 2014 along with their 2013 1040 directly to FACTS Grant & Aid Assessment. If this process is completed by December 15, 2014, a preliminary financial assistance award will accompany the acceptance letter.

No later than February 15: Finalize the Financial aid application.

- FACTS will send you an e-mail confirmation noting that your application is complete and provide you a list of documents which will be required in order to verify your application for financial assistance, including 2013 and 2014 tax returns and W-2 Forms. You may fax these documents to a toll-free number provided by FACTS or scan and upload the documents to your application by logging on to your account and uploading them. All requested documentation regarding 2013 is due immediately; remaining information is due to FACTS by February 15, 2015.
- The award cannot be finalized until the 2014 1040 and W-2 Forms are submitted to FACTS.
- Once FACTS receives the 2014 1040 and W-2 Forms, a verification process takes place, and Guerin Catholic will notify a family of the award the school is able to offer. You will have two weeks to accept the financial aid award or decline to accept.
- FACTS requests full disclosure, including income tax returns from the most recent calendar year and W-2 Forms, before the financial aid application can be verified by FACTS.

Applications for admission after December 1 and/or financial aid after December 15:

- Families who miss the December 15, 2014 deadline may still apply within two weeks of applying for admission. Those requests will be reviewed once the on-time applications have been reviewed and all financial aid requests fulfilled. We will only be able to award financial aid to late applicants if funds are available.
- If you apply for admission after December 1, the deadline to submit the financial assistance application is within one week of submitting your application for admission.



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- The financial assistance deadline for returning families without a new student is February 15, 2015.

Factors determining financial need calculated by FACTS include, but are not limited to, the following:

- Income (verified by tax returns and W-2 Forms submitted to FACTS)
- Expenses (some types are verified by tax returns Forms submitted to FACTS)
- Discretionary Expenses (consumer debt, high car payments, high rental/house payments, etc.)
- Household size
- Assets held (savings, investments, retirement assets, etc.)
- All information provided is subject to verification. If any of the information included in the financial aid application or any supporting documents is found to be untrue, Guerin Catholic High School reserves the right to rescind the full amount of any tuition assistance and demand full payment of all tuition and fees.

What happens next?

- Once FACTS receives all requested information, including the 2014 1040 and W-2 Forms, a verification process takes place, and Guerin Catholic will notify a family of the award the school is able to offer. Depending on the volume of financial assistance requests FACTS is reviewing at the time, this process can take 10-15 business days.
- If a family believes there are extenuating circumstances which need to be considered (sudden loss of job, catastrophic illness, etc.), a family may contact the Financial Aid Office to receive instructions to appeal the financial aid award.

Needs-based financial aid is held in the strictest of confidence. No one other than the family receiving the award and the Financial Aid Office and appeals committee, if applicable, will have access to the information submitted or the award decision.

Guerin Catholic requires all families to set up a payment plan through FACTS Tuition Management. The choices for payment include a single payment in full on July 1, two semiannual payments in July and January, four quarterly payments in July, October, January, and April, or ten monthly payments from July through April.

For questions, contact Nancy Miller, Director of Accounting, nmiller@guerincatholic.org

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