



## 2023-2024 Bishop's Scholarship Fund Frequently Asked Questions (FAQ)



The mission of the Bishop's Scholarship Fund (BSF) is to help families in need afford a Catholic education. In the 2022-2023 academic year, BSF awarded over \$2,700,000 in aid to families at Diocesan elementary schools in Fairfield County. Please read carefully through all of the sections below to learn how to apply. The application process begins February 1.

### **Who can apply for tuition assistance?**

All families who have a child or children registered or are new registrants in a Diocesan-sponsored Catholic elementary school in Fairfield County (Grades K-8) and are in financial need of tuition assistance.

### **How to apply?**

Complete the FACTS Grant & Aid application at [www.FACTSmgmt.com/aid](http://www.FACTSmgmt.com/aid), answer all questions applicable to the Bishop's Scholarship Fund application, and upload all required supporting documentation. It is best to scan and upload your documents however families can now upload files in JPEG or PDF format from a mobile device. Faxed and mailed documents are no longer accepted. Please note there is a non-refundable \$30.00 application processing fee payable by credit card or bank information. Only one application per family is required annually.

### **What is the deadline?**

The deadline for RETURNING families (*families with a child currently enrolled in K-8 at any Diocesan-sponsored Catholic elementary school*) is March 15, 2023 and for NEW families April 15, 2023. Only completed FACTS Grant & Aid applications submitted online by the deadline with all required supporting documents will be considered.

### **How is tuition assistance awarded?**

Tuition assistance is awarded to eligible students based on:

- Program eligibility
- Financial need
- Timing of completed application submission
- Confirmation of school registration

### **When will I be notified of a decision?**

Award notifications will be emailed through FACTS to returning families beginning early May 2023. New families will receive email notifications through FACTS beginning late May 2023.

### **How do I accept the award?**

You will be given one week to accept the award online by the designated deadline. Credit to your tuition account will be made once your registration and enrollment is complete and verified.

*Please note that although every effort is made to award tuition assistance to all those eligible for our program, there is limited funding available each year. If you are denied an award, please reach out to your school's administration immediately about additional options that may be available to you.*



## 2023-2024 Bishop's Scholarship Fund Application

### FACTS Grant and Aid Application Frequently Asked Questions (FAQ)

#### What documents will I need?

- 2022 W-2 Forms (W-2s are mailed out in January by your employer. If not received by January 31, contact your employer.)
- 2021 or 2022 IRS Federal Tax Return, including any supporting Schedules and Forms (If you do not receive W-2s, you must submit a 2022 Tax Return.)
- *If you cannot locate your tax return, contact the Internal Revenue Service at 1-800-908-9946 and request a tax return transcript.*
- *If you do not file taxes, contact the Internal Revenue Service at 1-800-908-9946 and request verification on non-filing.*

#### I am having trouble uploading my forms.

It is best to scan and upload your documents however families can now upload files in JPEG or PDF format from a mobile device. Faxed and mailed documents are no longer accepted. Please contact your school for assistance.

For any questions or clarification of the FACTS application process,  
**please contact FACTS directly at (866) 441-4637.**