



DIOCESE OF WORCESTER CATHOLIC SCHOOLS OFFICE

49 ELM STREET
WORCESTER, MASSACHUSETTS 01609

2023-2024 School Year Diocesan Catholic Schools System Tuition Assistance Program Policies and Procedures

Your child's school participates in the Diocesan Catholic Schools System Tuition Assistance Program. The Diocesan Catholic Schools Tuition Assistance Committee allocates financial assistance to income eligible families based on the assessment of financial need from FACTS Grant & Aid and the availability of funding provided and available for disbursement. Students in grades K-12 are eligible for these limited grants. International and pre-kindergarten students or students on a school's wait list are not eligible to apply for or to receive awards from any Diocesan financial aid/scholarship program.

**Application Submission
deadline is on or before:**

Monday, March 6, 2023

If you choose to apply for financial aid for your child, the link for families to complete and submit a FACTS Grant & Aid Assessment application for financial aid is live for your school. Please follow the school's instructions that were included in your child's acceptance packet.

Please refer to your child's school policies regarding their application, acceptance, registration, tuition, and financial aid process and website information.

All students must be registered for the 2023-2024 academic year at their school prior to the deadline date of Monday, March 6, 2023, to qualify.

The application fee is \$40.00 for all applicants. Only one application per family needs to be submitted by the applicant, no matter how many Diocesan Schools your children attend. All registered students must be listed by the applicant on one application. All required supporting documentation "taxable" and "non-taxable" must be submitted by the applicant to FACTS Grant & Aid Assessment and not to the school or the Catholic Schools Office, to verify (complete) your application status.

Examples of common types of relevant tax documentation include, but are not limited to copies of:

- 2021 W2 wage & tax statement
- 2021 filed Federal Tax Return-all pages (1040, 1040A, 1040EZ including all applicable schedules) and/or
- 2021 Filed Business Tax all pages (1120,1120S,1065 including all applicable schedules)

Examples of common types of relevant non-taxable income documentation include, but are not limited to:

- **Child Support:** Divorce decree, court order, bank statement
- **Social Security benefits received that were not taxed, such as SSI:** SSI benefits statement, bank statement
- **Temporary Assistance for Needy Families (TANF):** TANF statement, bank statement
- **Welfare and/or Aid for Families with Dependent Children (AFDC/ADC):** Statement of benefits, claim form, bank statement
- **Supplemental Nutrition Assistance Program (SNAP):** Public Assistance (SNAP) document, a letter indicating amount received
- **Workers' Compensation:** Copy of the approved claim, Statement of benefits received, bank statement
- **Alimony:** Court order, a letter from the provider of Alimony
- **Foster children/Wards of the State - only if applicable**

Please follow FACTS Grant & Aid Assessment instructions regarding uploading your required supporting documentation to verify your application. This verification process may take them up to 2 weeks once they are in receipt of your required documents. Your application must be verified to qualify for Diocesan Catholic Schools Tuition Assistance.

Applications and changes submitted on or after, Monday, March 7, 2023, will not be processed or considered by the Diocesan Catholic Schools Tuition Assistance Committee. This deadline will be strictly adhered to.

The Diocesan Director of Student Financial Services will email award and regret notifications to parents on April 14, 2023.

Need Assistance???

FACTS-Parents Customer Service for all tuition and financial aid application concerns:

1-866-441-4637

Student's Withdrawal from a Participating School:

For any student that withdraws on or before on or before August 31, 2023, the student's award will be rescinded and returned to the fund for reallocation by the Committee and the Director of Student Financial Services.

Student's Transfer from one Participating School to another Participating School:

For any student that transfers from one participating school to another on or after September 1, 2023, the student's award will be re-calculated based upon the tuition rate of the new school. If the tuition rate at the new school is greater, no increase of the award will be granted. For any student that transfers to another participating school on or after September 1, 2023, the school that the student is leaving will retain a portion of the student's award. The amount to be retained by the school the student is leaving will be determined by the date of transfer. Any part of a month in attendance will be counted as a full month when determining the amount the school will retain. Monthly payments are based upon a ten-month school year. The balance will transfer to the new school. This financial aid award will not transfer unless the Director of Student Financial Services is notified in writing of the student's transfer by both principals of the participating schools.