



ST. FRANCIS HIGH SCHOOL

Salesian College Preparatory

November 13, 2023

Dear Families:

Thank you for your interest in our tuition assistance program. It is through our Friday Night Bingo Program and the generosity of our donors that St. Francis High School is pleased to provide your child the opportunity to be a part of our exceptional school community. Enclosed you will find the required documentation to participate in the St. Francis Tuition Assistance Program.

- _____ Application for Tuition Assistance
- _____ Checklist for Items completed (gives basic information and instructions)
- _____ Informational flyer from FACTS Grant & Aid

The deadline for the St. Francis Tuition Assistance Program is **February 2, 2024**. It is essential that you complete all of the required documentation in a timely manner. The Tuition Assistance Committee will begin the review process after February 5, 2024. All applicants will be notified of their status by mid-March.

To assist families new to this process, St. Francis will be offering a workshop on January 27, 2024, on how to fill out and submit your paperwork online.

An application will not be reviewed for consideration until all required documentation has been submitted.

Take some time to review the information and feel free to call me at the school office or e-mail me at lmadrigal@stfrancishigh.net if you have any questions or concerns.

Sincerely,

Lilia Madrigal
Business Manager



ST. FRANCIS HIGH SCHOOL

Salesian College Preparatory

Application for Tuition Assistance Program For the 2024-2025 School Year

This application form for the Tuition Assistance Program is designed to help you analyze your ability to pay for a premiere private, Catholic, college-prep education. This tool assists you with the planning and budgeting for what your family can pay toward the actual cost of your student's education. It will also be used to aid the school in determining the assistance offered (if any), based on demonstrated need on behalf of the student and on availability of aid. Please follow the process carefully so that St. Francis High School can effectively assess the need of your family.

The amount of an individual's assistance will be determined by these factors:

- (1) level of demonstrated need on behalf of the student and
- (2) total assistance funds available for the 2024-2025 academic school year.

Total assistance funds available for a particular school year are dependent on overall budgetary considerations and the availability of the school's scholarship outreach efforts. As a result, a particular award extended on behalf of the student may not meet the estimated need as determined by a student's family or the demonstrated need as established by the FACTS analysis. The amount of a particular award may differ from year to year without a significant change in the demonstrated need on behalf of the student.

Other factors that determine tuition assistance are:

- (1) Previous payment record; your family's ability to stay current with tuition payments (if applicable).
- (2) Record of parent/guardian support of school projects (e.g., Bingo, Parent Work Day, etc.). An award may be revoked or reduced in the event that a parent/guardian is unwilling or unable to assist the school when asked to provide reasonable assistance to school projects.
- (3) Continuing academic success of the student. A student whose grade point average falls below a 2.0 GPA may have his/her award revoked or reduced.
- (4) A continuing record of acceptable behavior and conduct by the student. A student who is suspended or placed on Disciplinary Probation may have his/her award revoked or reduced.

Important: An application must be submitted each year for consideration for the upcoming year.

The Bingo Program is essential in funding The Tuition Assistance Program for students. Parents whose children are receiving need-based tuition assistance or merit-based tuition assistance are required to participate by working full shifts in the Bingo Program between July 1, 2024 to June 30, 2025. Failure to work these full shifts will result in the tuition assistance award being revoked.

APPLICATION FORM

The application process must be completed by Friday, February 2, 2024. Any incomplete applications or completed applications received after February 5, 2024 will be given secondary consideration.

Please make sure that all items are submitted to the appropriate organization as outlined on the accompanying checklist.

This application is not complete until:

- (1) all items on the checklist have been submitted, and
- (2) FACTS has submitted an analysis to the school, based on materials submitted directly to FACTS by the applicant's family.

Check List for Tuition Assistance Program

Use this checklist as a tool to assist you in completing the tuition assistance process. Check off the items as you complete them.

Items to be submitted directly to St. Francis:

The documents listed below must either be:

- Dropped off at the school office during regular business hours (7:30 am to 4:00 pm)
- Faxed to 831-724-5995
- Mailed to the following address: Tuition Assistance Program
St. Francis High School
2400 East Lake Avenue
Watsonville, CA 95076

_____ Check List for Tuition Assistance Program (***this page***)

_____ Tuition Assistance Program Application (***4 pages attached***)

Items to be completed online through FACTS:

_____ FACTS Grant and Aid application (***see flyer that came with this application***)

- Establish an online account and complete the application with FACTS Grant and Aid by going to their website at <https://online.factsmgt.com/signin/4GTK1>, scanning the QR code at the bottom of this page, or by visiting the Tuition Assistance section under Admissions on our website www.stfrancishigh.net to find the link.

_____ FACTS Processing Fee

- Must be paid online at the end of the application process

Supporting documents to be submitted to FACTS:

(Please be sure to include the application ID on all faxed or mailed correspondence)

The documents listed below must either be:

- Uploaded in pdf format online during the application process
- Faxed to 866-315-9264
- Mailed to the following address: FACTS Grant & Aid Assessment
P.O. Box 82524
Lincoln, NE 68501-2524

_____ Copy of your **2022** Federal 1040 tax forms and corresponding supplemental schedules, if applicable:

- Form 1040, 1040A, 1040EZ, 1040X
- Schedule C and Schedule SE
- Schedule D
- Schedule E

_____ Copy of:

- All **2023 W-2(s)** and 1099s
- Any other non-taxable income documentation
- Last pay stub for each parent/guardian
- Latest bank statement for all bank accounts

If you have questions or concerns about the FACTS application process, you may speak with a FACTS customer care representative at 866-441-4637.

Part A: Student Applicant(s)

1. _____ Date of Birth: _____
Last Name First Name mm/dd/yyyy

Religion: _____ Ethnicity: _____ Grade entering August 2024: _____

Student lives with (check all that applies): Mother Father Step-Mother Step-Father
 Other (name and relationship to student): _____

2. _____ Date of Birth: _____
Last Name First Name mm/dd/yyyy

Religion: _____ Ethnicity: _____ Grade entering August 2024: _____

Student lives with (check all that applies): Mother Father Step-Mother Step-Father
 Other (name and relationship to student): _____

3. _____ Date of Birth: _____
Last Name First Name mm/dd/yyyy

Religion: _____ Ethnicity: _____ Grade entering August 2024: _____

Student lives with (check all that applies): Mother Father Step-Mother Step-Father
 Other (name and relationship to student): _____

Part B: Family Information

Marital Status of Parents/Guardians: Married Widowed Divorced Separated

Parent/Guardian A

_____ Last Name First Name

_____ Address

_____ City State Zip

_____ Home Phone Daytime Phone

_____ Employer

_____ Occupation/Title Years Employed Part/Full Time

Parent/Guardian B

_____ Last Name First Name

_____ Address

_____ City State Zip

_____ Home Phone Daytime Phone

_____ Employer

_____ Occupation/Title Years Employed Part/Full Time

If any parent is deceased, please indicate this: _____

DEPENDENT CHILDREN: Please list all members in household that are financially dependent.

	<u>Full Name</u>	<u>Age</u>	<u>Relationship to Parent/Guardian</u>	<u>Current School</u>	<u>Employed? (circle one)</u>
A.	_____	_____	_____	_____	Y/N
B.	_____	_____	_____	_____	Y/N
C.	_____	_____	_____	_____	Y/N
D.	_____	_____	_____	_____	Y/N
E.	_____	_____	_____	_____	Y/N

Part C: CONFIDENTIAL FINANCIAL STATEMENT

Monthly Income and Expenses

Monthly Income

Father's Net Income	\$ _____
Mother's Net Income	\$ _____
Alimony Received	\$ _____
Child Support Received	\$ _____
Social Security	\$ _____
Worker's Compensation	\$ _____
Unemployment	\$ _____
Veteran's Benefits	\$ _____
Interest/Dividends	\$ _____
AFDC	\$ _____
Rental Income	\$ _____
Other Income	\$ _____
TOTAL INCOME	\$ _____

Monthly Expenses

Rent or Mortgage	\$ _____
Equity Loan(s)	\$ _____
Property Taxes	\$ _____
Home Insurance	\$ _____
Telephone/Internet/Cable	\$ _____
Cell Phone	\$ _____
Propane/Gas/Electric	\$ _____
Water/Garbage	\$ _____
Automobile Insurance	\$ _____
Automobile Gas	\$ _____
Food	\$ _____
Clothing	\$ _____
Credit Cards	\$ _____
Medical/Dental Expenses	\$ _____
Alimony/Child Support	\$ _____
Education (Elementary)	\$ _____
Education (High School)	\$ _____
Education (College)	\$ _____
Vehicles: Yr/Mk Own/Lease	\$ _____
	\$ _____
	\$ _____
	\$ _____
Other Expenses	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL EXPENSES	\$ _____

Part D: Other Assets

Home (if owned)

Year Purchased: _____

Purchase Price: _____

Present Market Value: _____

Unpaid Principal of 1st Mortgage: _____

Do you have a second mortgage or equity loan on the home listed above? Yes No

If so, please describe the purpose of the loan: _____

Year of 2nd mortgage: _____

Unpaid Principal of 2nd Mortgage: _____

Ownership of Business

Complete if you own a business and/or farm

Name of Business: _____ Type of Business: _____

A. % of ownership _____ percent

B. Assets \$ _____

C. Debts \$ _____

D. Total Gross Revenues for 2022 \$ _____

Part E: Special Circumstances

SPECIAL CIRCUMSTANCES

Are there any additional facts that will help us in evaluating your request? For example, job loss, illness, divorce, separation, death, income reduction, bankruptcy, medical expenses, educational expenses, high debt, etc.?

(Should some special circumstance arise during the course of the school year, notify us in writing at that time.)

Part F: Pledge and Request

Having carefully examined your family's financial situation and knowing that a Catholic College Prep education requires sacrifice, what amount can you pay toward tuition per month for 12 months, July through June? **Note that tuition does not include all of the fees that may come up during the school year (i.e. registration, athletics, yearbook, testing fees, etc).**

\$ _____ per month
(Please note: This information is required your application is incomplete without this information)

Part G: Parent Guardian Statement

We hereby submit this Tuition Assistance Program Application for consideration. We have read and understand the factors outlined within this document that establish the basis for an award, the amount of the award, and the continuance of an award.

We understand that this application must be submitted annually; that no consideration for an award in a subsequent year can be made without an application for that subsequent year.

We understand that this application cannot be reviewed until it is complete, with all accompanying materials, as outlined within this application.

Parents' (Guardians') Signatures: _____ Date _____
_____ Date _____

Part H: Student Statement

I have read and understand the factors outlined within this document that establish the basis for an award, the amount of the award, and the continuance of an award. In particular, I am aware of the expectations related to academic performance, student behavior and conduct and school involvement that can determine a grant.

Student's Signature: _____ Date _____

Student's Signature: _____ Date _____

Student's Signature: _____ Date _____

St. Francis High School in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school.
St. Francis High School does not discriminate on the basis of race, color, national and/or ethnic origin, age, or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
While St. Francis High School does not discriminate against students with special needs, a full range of services may not be available.
Likewise, St. Francis High School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin.
St. Francis High School reserves the right to be the sole judge of merit, competence, and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.