



January 2019

Dear Parents and Guardians,

Please find attached a comprehensive tuition assistance packet. This packet consists of information about how to apply for assistance, the various types of assistance Saint Gregory the Great Catholic School offers and a list of the frequently asked questions. It is my sincere hope that this information will help you to not only know how the process works but the various qualifiers and deadlines associated with each type of assistance.

After reviewing the attached packet, should you have any questions or concerns, please contact me or Mary O'Neill in the Business Office. We are able to assist families with the uploading of documentation to FACTS Grant & Aid and would be happy to provide any help you may need.

New Families: A completed admissions packet, registration fee payment and completed tuition contract must be received by SGGS **prior to tuition assistance review.**

Returning Families: A completed tuition contract and registration payment must be submitted **prior to tuition assistance review.**

Additionally, if SGGS is not marked as the primary school in FACTS Grant & Aid, we will be unable to review your application for an award. This does not affect a family with both high school students and a student attending SGGS as long as SGGS is notated as the primary/middle school location.

As applications start appearing in the system, they will be monitored to ensure that all of the appropriate documentation has been received and processed by FACTS Grant & Aid. Should any information be missing or incomplete you will be contacted in order for the application to be completed in a timely manner. Please be sure that you are monitoring your e-mail in the event that FACTS Grant & Aid is missing necessary documentation.

Best practices when applying for tuition assistance is to submit your information at least two weeks prior to the deadline cutoff. Past history shows that when more applicants apply at the last minute, the process slows down significantly. What does this mean to you? Instead of knowing whether you have qualified and received assistance in April, you would then be delayed until the end of May. This year, if all of your documentation is not uploaded by the deadline, whether it is Round 1 or Round 2, you may not qualify for your round. ***I cannot stress enough how imperative it is that you submit your completed application by the stated deadline.***

As always, I am here to assist you in any way that I can to make this process run smoothly. Please remember that tuition assistance is only offered to those who apply through FACTS Grant & Aid. Saint Gregory the Great Catholic School will not offer assistance to those who have not applied through the mandated process.

If you have any additional questions, please reach out to the Business Office or email me at cbyrd@sggsvb.org.

In Christ's Peace,
Cynthia Byrd
Business Manager