John Lancaster Spalding Scholarship Fund Assistance Application & Award Protocols and Procedures 2016 – 2017

Deadline Date: March 15, 2017

PROTOCOLS:

- A family applying for Spalding Scholarship assistance must be an active member in good standing of a parish in the Catholic Diocese of Peoria.
- The student[s] for whom the aid is being sought must be enrolled in good standing [or seeking to be enrolled] in grades K through 12 in a Catholic school located in the Diocese of Peoria.
- All scholarship assistance will be based on a family's financial need objectively assessed: The diocese will use FACTS Grant & Aid Assessment Services to determine financial need.
- All scholarship assistance will also be dependent upon the recommendation of the pastor that the family is an active member of the parish in good standing
- If a student changes schools during a school year, tuition assistance grants will follow the student as long as the student is enrolled in and in good standing in a Catholic school in the Diocese of Peoria and the family is a member in good standing of a parish in the Diocese of Peoria.
- All awards are for one school year only. A family must apply for Spalding Scholarship assistance each school year.
- The number of grants and the amount of each grant for the school year will be dependent upon the funds available and the size and need of the applicant pool.
- Payment of Spalding Scholarship Grants will be made twice a year directly to the Catholic school a student attends. These grants will be applied to the family's tuition obligation. Tuition assistance grants will be announced by **mid-April of 2017.**

PROCEDURES:

- Families interested in applying for tuition assistance from the Spalding Scholarship Fund must complete a **FACTS Grant & Aid Application.** This form may be completed online at **online.factsmgt.com/aid.** Filing online is the fastest and most direct method of submitting the **FACTS Grant & Aid Application.** A family may also obtain a printed copy of the **FACTS Grant & Aid Application** from the school that their child attends or will attend, and complete it according to directions. Supporting tax documents must also be remitted to FACTS by March 15, 2017.

- The completed FACTS application, the fee ($30), and any required supporting documents are to be filed with FACTS according to their directions.

- Families must also request the pastor submit a recommendation to the Office of Catholic Schools verifying good standing in the parish and the school respectively.

- The application process is complete only when the pastor's recommendation has been submitted to the Office of Catholic Schools and when a completed parent financial aid application, including all required supporting documents and the fee, have been submitted to FACTS. It is Important to submit applications and documents as soon as possible. **Only completed applications which include supporting documents submitted on or before March 15, 2017 will be considered when Spalding assistance awards are determined**.

- A Checklist of all steps to complete when submitting an application for a Spalding Scholarship application is available at www.cdop.org, under ***Catholic Education*** and then under ***Financial Assistance.*** Scroll to the bottom of the page and select the link to the forms.