

Dear Parents:

This year, SCS will once again be utilizing FACTS Grant & Aid Assessment to conduct family financial need analysis for the 2018-19 school year. Santiam Christian has established the scholarship fund for those families who desire to be at SCS, but may require financial assistance. Financial assistance may take the form of tuition scholarship, sport/activity fees scholarship, and/or SCS free & reduced lunch. These requests must be made annually.

Applicants can apply online beginning March 1, 2018, at <https://online.factsmgt.com/signin/4BYJ7>. You will need your 2017 completed tax information to complete your application. Applications may take 2-4 weeks to process, once all required documents have been submitted. An incomplete application cannot be reviewed until all information has been submitted.

Families applying for any of the financial aid programs will need to submit an application and necessary documentation to FACTS by May 15<sup>th</sup>, 2018 . Once submitted to FACTS, they review and verify the information prior to the school receiving notification that the application has been completed. Priority will be given to those completed applications, with aid notifications being sent out beginning in July.

Applications will be accepted through August 1<sup>st</sup>, 2018, however families should be prepared to pay all educational costs if their application is not completed by this timeframe. Financial aid applications close on September 15<sup>th</sup> of each year and depend on the remaining funds available.

If there is a reason you cannot complete the application process by May 15<sup>th</sup>, 2018, please email me with an explanation and anticipated completion date.

**Completed applications submitted prior to May 15<sup>th</sup>, 2018, will receive aid notification in July. Incomplete applications will NOT be reviewed until completed.**

Please note sport/activity fees scholarship and SCS free & reduced lunch require additional forms to be completed and returned to me.

Preschool and ½ time Kindergarten are not eligible for tuition scholarships.

All award decisions are made by SCS and not FACTS.

Sincerely,

*Joanna Haugen*

Business Administrator/Controller  
Santiam Christian Schools  
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# Grant & Aid Assessment

**FACTS Management makes quality education affordable for families by assisting schools in awarding financial aid. We work with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.**

**To apply for financial aid, visit <https://online.factsmgt.com/signin/4BYJ7>**

After completing the online application, you will need to upload or fax all required supporting documentation. Uploaded documents must be in PDF format and the size of each document must be less than 20 MB. If you are unable to upload, fax the required documents to 866.315.9264. Please **DO NOT** use your mobile device to photo copy required documents due to problems with legibility.

**The following supporting documents are required to complete the application process:**

- Copy of the most recent **IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return** (the year of the tax return depends on the tax requirements of the school). If applicant and co-applicant file separately, we require both tax returns for the same tax year. We do not require State Tax Returns.
- Copies of **all the current year W-2 Wage and Tax Statements** for both the applicant and co-applicant. **NOTE:** If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.
- Copies of all supporting tax documents if you have business income/loss from any of the following:
  - Business** - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
  - Farm** - send Schedule F and Form 4562 Depreciation and Amortization
  - Rental Property** - send Schedule E (page 1)
  - S-Corporation** - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
  - Partnership** - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
  - Estates and Trusts** - send Schedule E (page 2), Form 1041 and Schedule K-1

**\*IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.**

- Copies of all supporting documentation for **household Non-Taxable Income** such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.

\*All documentation received is imaged upon receipt and then destroyed.

You may login to your FACTS user account to review the status of your application. **Please allow 2 weeks processing time from the date you provided the supporting documents before inquiring further about receipt and/or status of the uploaded or faxed documents.** Application deadlines are set by the institution awarding the scholarships. If you are applying after the deadline, please contact your school to ensure that your application will be accepted.

\*A non-refundable application fee may be required before your application will be submitted.

**NOTE: Award decisions are made by the institution providing the scholarship, not FACTS.**

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**For more information, visit [FACTSmgt.com/grant-and-aid](https://FACTSmgt.com/grant-and-aid)**

