Instructions for completing the FACTS Application online for Returning Families

We are pleased to offer you a convenient, online method to re-apply for financial aid through FACTS. Applying online is the fastest and easiest way to complete your application and it allows Cathedral High School to view your application within minutes of submission. Follow these steps to apply online for Financial Aid through FACTS.

**Deadline:** Returning Families must submit their application by March 7, 2020.

**FIRST STEP:** [https://online.factsmgt.com/AID](https://online.factsmgt.com/AID)
1. Choose: “Create a user name and password.” If you already have a username and password, use those to begin.
2. Then click on the Start Application link.
3. Select the appropriate school year 2020-2021
4. Complete the steps as prompted:

**SECOND STEP:** Begin completing your FACTS Application.

**SECTION 1: Applicant and Co-Applicant information**

Please answer all questions included in this section pertaining to the parent or guardian. If your current marital status is married, a co-applicant information is required. If the parents are divorced, the parent who will be financially responsible for the student must complete this section. If both parents are financially responsible, each parent must complete a separate FACTS form.

**SECTION 2: Student & School Information**

It is very important that you complete this section by listing ALL children in the household attending a tuition-charging school from PK-12th grade. Including your son entering Cathedral (YOU DO NOT NEED TO PROVIDE A SOCIAL SECURITY NUMBER). You will need to enter the amount of tuition the school charges for each student, if you do not know the exact amount, please use the cost of tuition from the previous year. Estimate the amount you and your spouse will be able to contribute towards each child’s tuition (per year). Please indicate each school’s name and address (Cathedral, 1253 Bishops Road, Los Angeles 90012). Please enter the grade your child will be entering for the 2020-2021 school year.
SECTION 3: Applicant & Co-Applicant Income Information
In this section you will be required to submit information pertaining to your income. You will need a completed 2019 federal tax return and or proof of untaxable income.

2019 TAXABLE INCOME: You must include the adjusted gross income from your tax return if you file jointly or head of household.

NON TAXABLE INCOME: You must submit any income that is non-taxable. Such as, child support, social security benefits, TANF benefits, Food Stamps, Tuition assistance from family or friends, workers compensation and or any other non-taxable income.

CHANGE OF INCOME: Please report any of the areas that may apply to you if you have had a change of income that is not reflected in your income tax return.

SECTION 4: Applicant & Co-Applicant Expense Information
In this section you will need to submit information pertaining to your expenses. Such as, mortgage, rent monthly payments. Vehicle car payments and insurance, credit or medical debt.

SECTION 5: Applicant & Co-Applicant Assets and Liabilities
In this section you will include balances from checking, savings and/or investments you currently obtain.

SECTION 6: Required Information and Authorization
In this section, you will submit your $32 payment and electronically sign and submit your application.

FINAL STEP: TAXABLE INCOME: You must upload the first two pages of your 2019 Federal Tax Return, please include any supporting schedules for any business income and your 2018 W-2 Wage Tax Statements, for each of the applicants. NON-TAXABLE INCOME: You must upload supporting documentation for any non-taxable income received in 2019.

Reminder please submit your FACTS ONLINE Application by March 7, 2020