Instructions for completing the FACTS Application online

We are pleased to offer you a convenient, online method to apply for financial aid through FACTS. Applying online is the fastest 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 27, 2020.

**FIRST STEP:** [https://online.factsmgt.com/signin/471DM](https://online.factsmgt.com/signin/471DM)

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.

<table>
<thead>
<tr>
<th>SECTION 1: School Information. Please select and add the school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cathedral High School, Los Angeles, 90012</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>SECTION 2 &amp; 3: Applicant and Co-Applicant information</th>
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<tbody>
<tr>
<td>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</td>
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<tr>
<th>SECTION 4: Students</th>
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<tbody>
<tr>
<td>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. Begin with your son entering Cathedral (YOU DO NOT NEED TO PROVIDE A SOCIAL SECURITY NUMBER). Estimate the amount you and your co-applicant will be able to contribute towards each child’s tuition (per year). Please indicate each school’s name and address. Please enter the grade your child will be entering for the 2020-2021 school year.</td>
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<tr>
<th>SECTION 5: Taxable Income Information</th>
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</thead>
<tbody>
<tr>
<td>In this section you will be required to submit information pertaining to your income. 2019 TAXABLE INCOME: You will need a completed 2019 federal tax return. You must include the adjusted gross income from your tax return if you file jointly or head of household.</td>
</tr>
</tbody>
</table>
**SECTION 6: NON-Taxable Income Information**

NON TAXABLE INCOME: You must submit any income that is non-taxable. Such as, child support, social security benefits, TANF benefits, CalFresh and or any other non-taxable income.

**SECTION 7: 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 8: Applicant & Co-Applicant MONTHLY Expense**

In this section you will need to submit information pertaining to your expenses. Such as, mortgage/rent monthly payments. Vehicle car payments, credit card loans or medical debt.

**SECTION 9: Applicant & Co-Applicant ANNUAL Expense**

In this section you will need to submit information pertaining to your annual expenses. Such as, vehicle insurance, child and elderly care expenses, college tuition, and child support payments you provide.

**SECTION 10: Applicant & Co-Applicant Assets and Liabilities**

In this section you will include balances from checking, savings and/or investments you currently obtain. Your current home value and amount owed.

**SECTION 11: Additional Information**

Provide additional information or comments which you feel might be helpful in determining your family’s qualification for tuition assistance.

**SECTION 12: Review**

Review and check all information you entered is correct.

**SECTION 13: Payment**

Submit your $32 application fee and submit your application

**FINAL STEP** Upload your proof of income:

**TAXABLE INCOME:** You must upload your 2019 Federal Tax Return, please include any supporting schedules for any business income and your 2019 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 (SSI, Unemployment, TANF or Cal Fresh assistance)

Submit your FACTS ONLINE Application by March 27, 2020