

Catholic Schools Financial Aid Office  
DIOCESE OF SPRINGFIELD  
PO Box 1730  
Springfield MA 01102-1730

[financialaid@diospringfield.org](mailto:financialaid@diospringfield.org)

Phone: 413.452.0827

Fax: 413.785.5449

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## Diocesan Financial Aid Application Requirements

To be eligible for Financial Aid from the Diocese of Springfield, you must comply with the following requirements:

- 1. Must attend a Catholic school (home school education and online schools are not eligible).**
- 2. Must be enrolled in grades K-12 (Pre-K students are not eligible for Diocesan Financial Aid).**
- 3. Must be an active member of a Catholic parish in the Diocese of Springfield This means that you must be registered, attend weekly Mass regularly and support your parish financially, according to your means.**
- 4. Must demonstrate financial need according to the diocesan guidelines.**
- 5. Must complete a new financial aid application through FACTS online each year.**

## Diocesan Financial Aid Application Procedures

- Applications are accepted online through FACTS as of January 1, 2019 for the 2019-2020 school year. Any applications submitted prior to January 1, will not be processed. Please note: Financial Aid is awarded on a first come, first serve basis so it is imperative to submit your application in a timely manner.
- To apply online, log on to [www.online.factsmgt.com](http://www.online.factsmgt.com)
- Returning users, enter your username and password. New users, click Register.
- Be sure to send FACTS your 1040 Income Tax Form for 2018 and your W-2 statement(s) for 2018. Please note: **If you choose the “I do not file” field, you will be required to submit documentation of income.**
- Currently there is a **\$35.00** fee to apply for financial aid. Your application is not complete until all documentation is received and the fee is paid. **Please note:** FACTS can take up to four weeks to process your application.
- Once you have completed the application, please do not make any changes before contacting the Catholic Schools Financial Aid Office.
- Completed FACTS applications will be processed by the Catholic Schools Financial Aid Office beginning March 15, 2019. Our process involves consulting with your pastor in regard to membership, financial support and Mass attendance. This process can take some time so please be sure to speak with your pastor to let him know that you have applied for Diocesan Financial Aid. After the pastor consultation, acceptance/denial letters are sent to families.
- Applications will be accepted in FACTS until October 31, 2019 (or as long as funds are available).

**If you have any questions about the Diocesan Financial Aid Application Requirements or Procedures, please don't hesitate to call the Catholic Schools Financial Aid Office at 413.452.0827.**

## **Important Facts about Diocesan Financial Aid**

- Diocesan Financial Aid is given apart from other assistance programs, scholarships, tuition aid and parish subsidies.
- Diocesan Financial Aid is awarded per student, not per family.
- Schools may offer their own financial aid assistance programs. Contact your school for more information.
- Students in elementary school may receive as much as \$600.00 in Diocesan Financial Aid, if eligible.
- Students in high school may receive as much as \$1,200.00 in Diocesan Financial Aid, if eligible.
- Students, who attend Mater Dolorosa School or Blessed Sacrament School in Holyoke, may receive as much as \$1,000.00 in Diocesan Financial Aid, if found eligible for the **Our Lady of Perpetual Help Tuition Aid Endowment**. We are grateful for this additional assistance from the former Our Lady of Perpetual Help Church in Holyoke.
- Students, who live in Springfield, belong to a parish in Springfield and attend St. Michael's Academy in Springfield, may receive as much as \$800.00 in Diocesan Financial Aid, if eligible for the **St. Thomas Aquinas/St. Joseph Tuition Aid Endowment**. We are also grateful to these two former Springfield Churches for this additional assistance.
- If you are denied financial aid, the Diocese of Springfield offers an Appeal Process. Please log on to the website: <http://diospringfield.org/catholic-schools-office/schools-financial-aid> for more information.

Please note: Individuals have frequently asked where they can send notes of gratitude for the financial assistance which they receive. These can be addressed to:

**Catholic Schools Financial Aid Office**  
**Dawn Makusiewicz**  
**PO Box 1730**  
**Springfield MA 01102-1730**

OR

**[financialaid@diospringfield.org](mailto:financialaid@diospringfield.org)**