

# ST. JOHN NEUMANN SCHOOL / ST. AMBROSE ACADEMY

31 EMPIRE BLVD.  
ROCHESTER, NY 14609  
TEL: 585-288-0580



## Registration 2018-2019

Dear Parents and Guardians:

St. John Neumann School/St. Ambrose Academy will continue to use **FACTS Management** for both our **tuition collection and financial aid application** processes. **FACTS Grant & Aid Assessment** will once again conduct the financial need analysis for St. John Neumann School/St. Ambrose Academy for the upcoming 2018-2019 school year.

Once registered at our school office, you will be required to set up an account or login to your existing account at <https://online.factsmgt.com/signin/3G3KS> to set up your tuition payment plan. If you are applying for financial aid, you can also do so on this site. The cost is \$30 which will be deducted from your tuition upon enrollment.

**Note**, the financial aid application and all necessary supporting documentation must be to **FACTS Grant & Aid Assessment** by **April 28, 2018** in order for a timely allocation of aid. **Funds are limited and may not be available after the application deadline.**

Once an online aid application has been completed, the following will need to be sent to **FACTS** to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules
- Copies of your W-2 forms for both you and your spouse
- Copies of supporting documentation for Social Security income, welfare, child support, food stamps, workers compensation and TANF

All supporting documentation can be faxed to 1-866-315-9264 or mailed to the address below:

**FACTS Grant & Aid Assessment**  
**P.O. Box 82524**  
**Lincoln, NE 68501-2524**

If you have questions or concerns about the application process, please call a FACTS Customer Care Representative at **1-866-441-4637**.

Sincerely,  
St. John Neumann School/St. Ambrose Academy  
Finance Office