# Financial Aid Online Application Instructions

Learn Fearlessly. Lead Responsibly. Serve Joyfully.

Welcome to the new online Grant & Aid Application portal.  This is the new online portal that will be used for financial assistance applications.  All financial aid requests must be submitted through this portal.

Please note, this is not the same as your FACTS Family Portal that you currently use to access your FACTS Student Information System or your FACTS Tuition Management System.  This is a separate and secured site strictly for financial aid applications.  The following pages will outline the steps that you will need to follow.

To access the site please go to:   https://online.factsmgt.com/aid

Your first step is that you will have to create an account.



You will need to enter an email address to receive updates and correspondence relating to your

Again, since this is a separate site from your FACTS SIS or FACTS Tuition Management account, you will need to create a new FACTS account. Please be sure to select the green bar.

**FACTS.**

## Create Account

**Welcome!** Thank you for using FACTS.

Please take a few moments to create a user account.

**Create a new FACTS account** | Already have an account with FACTS?

**If you already have created a FACTS Grant & Aid account log in, you do not have to create a new one. You can access the FACTS Grant & Aid portal with your previously created credential and apply for financial aid. Just be sure to select the correct school term for which you are requesting financial assistance.**

You will provide basic demographic contact information when creating your new FACTS account.

# FACTS.

## Create Account

### Contact Info

#### Name

| | |
|---|---|
| Prefix | -- None -- |
| First Name* | |
| Preferred Name | |
| Middle Name | |
| Last Name* | |
| Suffix | -- None -- |

#### Address

| | |
|---|---|
| Country* | -- Select -- |
| Address Line 1 | Street Address, PO Box, Company Name, c/ |
| Address Line 2 | Apartment, Suite, Unit, Building, Floor, etc. |
| Add another address line | |
| City | |
| State/Province/Region | |
| Zip | |

#### E-mail

| | |
|---|---|
| E-mail 1 | bmazzone860@aol.com |

Add another e-mail address

E-mail correspondence will be sent to all e-mails provided.

#### Phone Numbers

At least one phone number is required.

| | | | |
|---|---|---|---|
| Daytime Phone | US | | Ext. |
| Evening Phone | US | | Ext. |
| Mobile Phone | US | | |

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize FACTS and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s). By clicking 'Next' below, you agree to such contact related to your account.

Next | Cancel

For your new FACTS account, you will need to create a username and password.  For your convenience, since this is a separate account from your current FACTS login, you can use the same login credentials or create new login credentials.

## Online Account Profile

Required fields are marked with a *

### Username and Password

| | | |
|---|---|---|
| Username* | Create a username | ✔ Do not include spaces in your password |
| | | ✖ Password must contain at least 8 characters |
| Password* | Create a password | ✖ Password must contain at least one letter |
| | | ✖ Password must contain at least one number |
| Confirm Password* | Re-enter password | ✖ Password must include at least one special character: !@#$%^&*()_+. |
| | | ✔ Password must not have any invalid characters |
| | | ✔ Passwords are case sensitive |
| | | ✔ Password cannot contain the username |

### Phone Authentication

This information will be used to validate your identity when making inquiries by telephone. Choose information you will easily remember.

| | |
|---|---|
| 4-Digit PIN* | Create a four digit PIN |
| Telephone ID Question 1* | Select security question |
| Question 1 Answer* | Enter security question |
| Telephone ID Question 2* | Select security question |
| Question 2 Answer* | Enter security question |

**Submit**  **Back** | **Cancel**

You will want to be sure to apply for the upcoming school year.



Once you have completed this portion, you will be taken to a video which will explain the application process and what is needed to apply for financial assistance.



## What To Expect

### Application Fee
There is an estimated **one-time non-refundable application fee of $40.00 per household.** This may change based on your selected school(s). The same application can be applied to multiple institutions provided they use the FACTS Grant & Aid Assessment services. We accept all major credit cards (Visa, Master Card, American Express, Discover).

### Navigation
You will see the progress of the application on the left (desktop) or top (mobile) of your screen. The status of each section is represented with the following icons.

✅ Complete

❌ Errors that must be corrected

**The form is automatically saved as you progress through by clicking the "Previous", "Save & Continue", or "Save & Exit" buttons.**

### Required Documentation
Depending on your application some or all of the following documents may be required.

- Copy of U.S. Individual Income Tax Return, supporting schedules, and business returns.
  - 2020 IRS Federal Form 1040, Schedule 1, Schedule 2, Schedule 3
  - 2021 IRS Federal Form 1040, Schedule 1, Schedule 2, Schedule 3
  - Dependent Statement if claiming more than 4 dependents
- Copies of W-2 Wage and Tax Statements.
- Copies of supporting documentation for household Nontaxable Income.

A complete list of required documents will be available once you have submitted your application along with instructions on how to upload your documents.

**Begin Application**