



Holy Spirit

EPISCOPAL SCHOOL

Dear Parents:

FACTS Grant & Aid Assessment will be conducting the financial need analysis for Holy Spirit Episcopal School for the 2019-2020 school year beginning **January 1, 2019**, for parents applying for Indexed Tuition. Our Indexed Tuition program is available to students entering Primary 3 through 8th grade. Holy Spirit Episcopal School's Indexed Tuition Committee will hold its first meeting in early April. Subsequent meetings will be held until resources are exhausted. Before an application for Indexed Tuition will be considered by the committee, the re-enrolling student must have been accepted for the 2019-2020 school year, paid the deposit and returned the Enrollment Contract. New applicants must have submitted an Application for Admission, paid the application fee and been accepted for the 2019-2020 school year. Experience tells us that we cannot always meet the full needs of our applicants, but it is our intent to come as close as possible. However, because our funds are limited we are not in a position to award full tuition grants. The maximum amount awarded will not exceed fifty percent of the annual tuition. Priority consideration will be given to returning families, families of The Episcopal Church of the Holy Spirit, and older students.

If you would like to apply for Indexed Tuition, you will need to complete an online application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by **March 15, 2019**. Apply online at <https://online.factsmtg.com/signin/44YT1>, Select **Applicant Sign In** and then **Create an Account**. Customer Care Representatives are available Monday through Thursday from 10 a.m. to 7 p.m. and Fridays from 10 a.m. to 5 p.m. at 1-866-315-9262. The following information is required in order for FACTS to process your application:

1. Complete an online application. Please do not submit multiple applications. FACTS will process one application per household.
2. Payment of the \$35 **nonrefundable** application fee.
3. Copies of your 2018 IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return, including all supporting tax Schedules C or C-EZ, Schedule E, Schedule F, Depreciation Form 4562, S Corporation Form 1120S & Schedule K-1 and Form 8825, Partnership Form 1065 & Schedule K-1 and Form 8825, Estates and Trusts Form 1041 & Schedule K-1. If applicant and co-applicant file separately, we require both tax returns for the same tax year. **FACTS does NOT accept State tax returns. Any DRAFT or PRE-VIEW copies of the Tax Return will NOT be accepted.** If you submit an Amended Form 1040X Tax Return FACTS will need the original Tax Return that was submitted to the IRS.
4. Copies of all 2018 W-2 Wage and Tax Statements for both you and your spouse. NOTE: If you are applying before you have received all 2018 W-2 Wage and Tax Statements, please submit them as soon as they become available.
5. Copies of all supporting documentation for household Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF). Supporting documentation must be provided even if you do not file a Tax Return.
6. Tax information and supporting documents may be faxed to 1-866-315-9264, emailed or uploaded into the system. FACTS **does not** advise parents email their documents as there are attachment limitations and there is no extra security on the general email account.
7. To upload documents, they must be in a PDF format and the password typed in at the time of upload if password protected.

Please allow 2 to 4 weeks for your application and supporting tax documents to be processed. If you have provided an email address make sure to check the primary email address regularly for Notices sent by FACTS indicating missing information or tax documents. The deadline for applying for Indexed Tuition is **March 15, 2019**. If you are applying after this date, please contact the school business office to ensure that your application will be accepted.

In closing, let me emphasize that all Indexed Tuition is awarded by Holy Spirit Episcopal School not by FACTS on the basis of need and that we welcome your application. I hope it goes without saying that all documents and awards are kept strictly confidential. If you should have any questions, please call the business office 713-468-5138, ext. 216 or email rcjohnson@hses.org.

Sincerely,

Ranelle Johnson – Business Manager