

## TUITION SCHOLARSHIP PROGRAM Deadlines & Frequently Asked Questions

### Deadlines and Notifications

#### **Application Window – December 15, 2023 to March 1, 2024**

*Completed applications, required documents and \$40 application fee are due to FACTS. Late applications WILL NOT be accepted.*

#### **Notification Window - April 23 - 28, 2024**

*Notification emails will be sent informing you if you will/will not receive a tuition scholarship. Students who are in preschool/JK will not receive an email.*

#### **Award Check Sent - September 30, 2024**

*Tuition Scholarship checks are sent to schools for credit to student's tuition account. Check your child's tuition account at the end of October to ensure the scholarship has been posted.*

*Note: The AEF tuition scholarship can only be applied to the cost of tuition (lunch, morning/afterschool care, books, etc. are not eligible). The AEF tuition scholarship cannot be used as a refund if a recipient has a zero tuition account balance.*

### Scholarship Eligibility & Application Process

**How do I apply?** *Use this link - <http://www.augustinefoundation.org/sign-in/>*

**Who is eligible for a scholarship?** *All students (grades K-12) who will attend a Hawaii Catholic School during the upcoming school year. Students do not have to be currently enrolled to apply for a scholarship, but you do need to be officially enrolled at the time the scholarship is awarded.*

**How much are the scholarships?** *The amount of the tuition scholarship varies, typically ranging from \$500 to \$1,750.*

**What about students who are in preschool or junior kindergarten?** *Due to our limited funding, we do not provide scholarships to children in preschool or junior kindergarten. Although, the AEF Tuition Scholarship Program does not provide scholarships to preschools/ELCs, some preschools/ELCs use our application to evaluate your level of need for their own school's financial aid program. Please inquire at your preschool/ELC.*

**What if I am applying for more than one student or to different Catholic schools?** *One application per family, even if the children attend different schools or you are applying to different schools.*

**Do I have to make a certain amount of money to apply for a scholarship?** *No, any family can apply for a scholarship. Priority is given to families who have a financial need.*

**Do I have to be Catholic to apply?** *No, you do not need to be Catholic to apply.*

**Can students from public schools apply?** *Yes, if they intend to enroll in a Hawaii Catholic School in the upcoming school year.*

**Do I have to reapply each year?** *Yes, you must reapply for a tuition scholarship each year.*

**What if I am divorced, separated, or never married?** *The primary parent completes and submits the FACTS application, however the number of exemptions on the 1040 tax forms must correspond to the number listed as the household on the application form. If child(ren) is not documented as a dependent by the adult applying for the scholarship, the signed Federal 1040 tax forms from the person claiming the child(ren) are required. Both incomes and household size should be combined and reported on the application forms.*

**Why do I have to pay \$40?** *The \$40 covers the cost of processing/evaluating your application by FACTS. Fees are assessed on a per-family basis, not a per-student basis. A family with two or more applicants would still pay \$40.*

**What if I've already applied or submitted for financial aid with FACTS with another school or scholarship program for the upcoming school year?** You will do one of two things, depending on if you have applied/not submitted your application or if you have submitted your application.

**Submitted your Application:** *You will need to update your FACTS financial aid application to include the Augustine Educational Foundation. Log-in to your existing financial aid application with FACTS. Once you log in access your Application Summary. On the Application Summary click on View Form to go into your submitted application. Go to the School Section, click on Add School/ Organization and search for Augustine Educational Foundation by name or by the zip code 96744. Once you have added Augustine Educational Foundation to the School Section, then you will need to go to the Student Section. Check the box for Augustine Educational Foundation under each student you are applying for. Once you save that information, you will need to answer any additional questions on the application related to the program. Incomplete sections will appear with a red X next to it. Complete all sections, then save the application to submit it for consideration.*

**Applied, but haven't submitted your Application:** *You will need to update your FACTS financial aid application to include the Augustine Educational Foundation. Log-in to your existing financial aid application with FACTS, go to the School Section and search for Augustine Educational Foundation by name or by the zip code 96744. Once you have added Augustine Educational Foundation to the School Section, then you will need to go to the Student Section if it has been completed, if not, proceed with the application from where you left off. In the Student Section, check the box for Augustine Educational Foundation under each student you are applying for. Once you save that information, you will need to answer any additional questions on the application related to the program. Incomplete sections will appear with a red X next to it. Complete all sections, then submit the application for processing.*

### **Application and Document Submission**

**How do I submit my application?** *On-line, directly to FACTS via the on-line application portal. Paper application are not available. The AEF does not accept applications or any required documents. All documentation must be turned in directly to FACTS.*

**Is the application process secure?** *Yes. All documentation received is imaged upon receipt and then destroyed. Then, the application data becomes property of the AEF.*

**How do I submit my documents?** *Once you have completed and submitted your application on-line, directly to FACTS, you will have the opportunity to upload your documents at the end of your application and any time after, by logging back into your account.*

**How do I pay the application fee?** *The \$40 fee is paid via Credit Card or Electronic Bank Check (ACH).*

**What if I cannot afford to pay the \$40 processing fee?** Call the Foundation directly at (808) 203-6748.

**Questions - Applying, Submitting Documents or Service Fee Processing:** *Please contact FACTS directly by phone at 1-844-649-2921 – Monday – Thursday 7:30 a.m. to 9:00 p.m. CST and Friday 7:30 a.m. to 5:00 p.m. CST. You may also visit support on their website for FAQs – <https://factsmgt.com/parent-faqs/> or email [info@factstuitionaid.com](mailto:info@factstuitionaid.com) for assistance. Once you have created an account with FACTS you will also have a live chat feature once logged in.*

**Further Questions?** Contact Tonya Stevenson at (808) 203-6748 or [tonya@augustinefoundation.org](mailto:tonya@augustinefoundation.org).