



## DIOCESE OF METUCHEN

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Department of Education

January 2019

Dear Parent or Guardian,

Thank you for choosing to give your child(ren) the gift of a Catholic school education, a gift that we realize is given at great sacrifice for many families.

For the 2019-2020 school year, we are blessed to make our tuition scholarship program available to families who need financial aid. Scholarships are made possible through *The Foundation for Catholic Education (FCE)*, an endowment fund that provides financial support to aid low-income families who send their children to our elementary and high schools.

To be eligible your child(ren) must be Catholic, must be entering grades K-12 in September 2019, must be registered with your household in one of the parishes within the Diocese of Metuchen (please see the list of eligible parishes on the back of the Application Instructions Form), and must attend 1 of our 22 diocesan, parochial, or regional elementary schools, or Bishop Alr or Immaculata High School. Students attending the two private high schools in our Diocese (St. Joseph High School and Mount Saint Mary Academy) will need to seek assistance directly from those schools.

Families that require computer access and/or assistance with the online application may attend one of two FACTS Online Application Workshops. Staff and FACTS representatives will be on-hand to walk families through the application process. Both workshops will have Spanish-speaking staff available to assist families.

**Application instructions, with deadlines, and an Application Workshop schedule are attached or online at [diometuchen.org/tuition-assistance](http://diometuchen.org/tuition-assistance). Please note, you are responsible for completing the Parish Verification Form, getting it signed by your Pastor, and returning it to the FCE at the mail or email address provided. We are not able to consider an application without this form, signed by the Pastor. Please call your parish if you are uncertain about your registration status. If you have application questions, please call our Tuition Assistance Hotline at 732.562.1990, ext. 1610.**

Thank you for the blessing you are to our children and our church and for your commitment to Catholic school education.

Sincerely,

Ellen Ayoub  
Superintendent of Schools

Enclosures



# Foundation for Catholic Education Scholarship Fund

## Foundation for Catholic Education Scholarship Program 2019-2020 FGAA Application Instructions

Families applying for financial aid will need to complete an online application at <https://online.factsmgmt.com/aid>. The application period is now open and will officially close on **March 31, 2019**. Awards will be announced on or before the first week of June 2019.

Online applications are available in Spanish and English. The application fee is \$35 and **must** be paid online at the time you submit your application, otherwise your application is considered incomplete. Forms of payment include debit cards, most major credit cards, or an electronic check.

### ELIGIBILITY

#### To be eligible to apply for a Foundation for Catholic Education Scholarship:

- Student must be Catholic;
- Student must be entering grades K-12 in September 2019;
- Student must be attending one of our 22 diocesan, parochial, or regional elementary schools, or Bishop Ahr or Immaculata High School;
- Student must be registered in one of the parishes within the Diocese of Metuchen (see list of eligible schools and parishes on reverse side or go to [www.diometuchen.org/tuition-assistance](http://www.diometuchen.org/tuition-assistance) to view a list); and
- **Your parish must verify that you are registered, and you must submit a Parish Verification Form signed by you and your Pastor**
  1. Forms are available for download at [www.diometuchen.org/tuition-assistance](http://www.diometuchen.org/tuition-assistance) or from your school
  2. **Forms must be mailed or emailed to the Foundation for Catholic Education**  
**By Mail:** The Diocese of Metuchen, Foundation for Catholic Education, PO Box 191, Metuchen, NJ 08840-0191  
**By Email:** [FCE@diometuchen.org](mailto:FCE@diometuchen.org)
  3. Forms are due to the FCE by no later than March 31, 2019. **If your parish registration is not verified, your application will be considered incomplete and will not be reviewed for an award.**

### APPLICATION

#### Documents required, but not limited to, include:

Copies of your 2017 Federal Income Tax Return Form 1040, 1040A, or 1040EZ (as filed with the IRS) for the applicant and co-applicant, including all supporting tax schedules.

- Copies of your 2018 W-2 form/s for both you and your spouse or co-applicant.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

#### Supporting documentation can be:

- Scanned and uploaded in .pdf format directly to your application;
- Faxed to 866.315.9264; or
- Mailed to FACTS Grant & Aid Assessment, P.O. Box 82524, Lincoln, NE 68501-2524. **Please be sure to include your applicant ID on all faxed or mailed correspondence. Do not mail documentation after April 3, 2019.**
- **NO APPLICATIONS ARE ACCEPTED BY MAIL, and the link will be deactivated April 16.**

### WORKSHOPS

- Attending a workshop is not required – attend if you need one-on-one assistance with the application or computer/internet access.
- Workshops will be held at Perth Amboy Catholic School, 500 State Street, Perth Amboy on:
  1. Wednesday, January 23, 2-4 pm and 6-8 pm (Spanish translator available)
  2. Thursday, February 7, 2-4 pm and 6-8 pm (Spanish translator available)
- For general questions about the application, contact a FACTS Customer Care Representative at 866.315.9262, or call the Tuition Assistance Hotline at 732.562.1990, ext. 1610.
- Registration is not required—Assistance is first come, first served.