

Elementary School FACTS Scholarship Timeline 2008-09

Jan-April

Schools manage scholarship application process for returning/new students

March

Schools are informed of 2008-09 allocations

April 1

First application deadline

May 1

Verification deadline

May 15-June 1

FACTS calculates and posts first round of awards

June 8

- Deadline for FACTS Tuition Payment Plan agreement forms for payments beginning July 5th.
- The tuition balance should be adjusted on the form to include any financial aid the family received.
- If FACTS Tuition Payment Agreement forms have already been sent to FACTS, contact your account manager to make balance adjustments for financial aid or log onto InstaFACTS to input the changes.

June 25

- Deadline for FACTS Tuition Payment Plan agreement forms for payments beginning July 20th.
- The tuition balance should be adjusted on the form to include any financial aid the family received.
- If FACTS Tuition Payment Agreement forms have already been sent to FACTS, contact your account manager to make balance adjustments for financial aid or log onto InstaFACTS to input the changes

July 1

Deadline for adjustments to first round of awards

Award letters mailed from schools to families

July 1-Oct. 1

Families who missed first deadline and new families apply

Schools contact FACTS to calculate and adjust awards

Oct. 1

- All awards finalized in FACTS system
- School demographic survey due (sent in mid-September)

Week of November 17

Schools receive fall allocation disbursement

NOTES ON AWARDS:

- Students must be VERIFIED (if a family files taxes) or in a SUBMITTED DO NOT FILE (if the family does not file taxes) status in order to be assigned an award
- Students must have a demonstrated need in FACTS in order to receive an award
- If a school wishes to assign an award to a student who does not meet these criteria, a WRITTEN explanation must be sent to CSF (see attached form).
- If a WRITTEN explanation is not provided, YOU WILL NOT RECEIVE MONEY FOR THIS STUDENT

NOTES ON DEADLINES:

- First round awards will not be adjustable after July 1 unless a student leaves the school
- No awards are adjustable after Oct. 1. If a student withdraws after this date, please refer to the Withdrawal Notification form.
- Any school that misses either the July 1 or Oct. 1 deadlines will be required to meet in person with the CSF executive director and program officer before any funds are released.

NOTES ON ALLOCATIONS:

- Schools are HIGHLY encouraged to hold out up to 5% of their total allocation to be used as internal, non-emergency discretionary funding
- This funding may also be used to support students who for various reasons (immigration status, language barriers, etc.) do not apply for aid through the FACTS process
- After Oct. 1, any unreserved funds greater than 5% will automatically revert to the CSF reserve fund
- Schools will need to apply separately in order to receive these reserve funds for a student.

Contact Info

CSF: Lynne Sullivan
(617) 778-5981 ext. 211
lsullivan@csfboston.org

FACTS: Rhonda Plooster
1-800-390-4690
rplooster@factsmgt.com

Name of School _____ Town _____

Student Name	FACTS Calculated Award	School Recommended Award	Reasons
Doe, Jane	\$0	\$500	Father recently lost job
Smith, James	\$0	\$1,000	Parents going through divorce

