Welcome back from the Holidays!!

Thought this might be a good time to send out a few reminders about the financial aid program and the various funds your school may have through Catholic Schools Foundation for the 19/20 School Year. If you do not receive any funding from Catholic Schools Foundation you can ignore this email.

- Funds are built at the CSF level and shared by CSF for your viewing and updating for a certain period of time. These funds will be shared from CSF by March 1st, 2019.

- When these CSF funds are shared, you will see them in Grant Management, Funds. You will have the ability to Reserve awards in the appropriate CSF fund. Below is a test example. Please make sure you are updating the awards in these shared CSF funds, not in funds you created at the school level. Again, you will not be able to see these funds until they are shared.

  - If a student is listed on one of your school reports but NOT listed in the CSF fund, then your school is NOT the First Choice/Preferred school on the application. The applicant will need to either go online or call FACTS to update the school listed if necessary.
  - CSF verification requirements (exception is DNF families) 2017 or 2018 Federal Tax return and 2018 W2’s. If neither applicant or co-applicant receives W2’s, then 2018 tax return required.
  - Student needs to be VER or DNF and show need in order to be Fund Qualified in a CSF fund.

- However, you can still assign an award to an Inactive, Fund Qualified No student by doing the following: (these awards are subject to review by CSF.)

Change Award Status to Active and Save
Enter in the award amount under Assigned Award and then change the award status to Reserved

- Requirement of CSF is that all assessments are based off of the 19/20 tuition rates. Please send those to your FACTS account manager (Michelle Miller or Marsha Ferguson) once those are available.
- Whenever possible, we would encourage elementary schools to keep their FA applications open for families until 10/31. This is a CSF preference and not a requirement. Although our scholarship-assigning deadline is 9/30, having the month as a buffer would be helpful for exceptions.

Most of this information is FYI at this point since the CSF funds have not been shared for the 19/20 school year. Another reminder email will be sent closer to March 1st or shortly after.

Appreciate your time in reviewing this email and please feel free to contact myself or Michelle with any questions.

Thank you.

Marsha Ferguson
Account Manager
FACTS
p: 866-412-4637
mferguson@factsmgt.com

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