



St. Mary School Tuition Assistance Instructions 2022-2023



We believe strongly that a family's finances should never be a barrier to enrollment at St. Mary School. To that end, St. Mary School offers varied levels of need based tuition assistance to those families who seek it.

To apply for tuition assistance for the 22-23 school year, please complete the steps outlined below. Tuition assistance is awarded on a first come, first served basis. Do not delay your application.

1. To apply, please go to <https://online.factsmgt.com/signin/4CF79> .
2. Please create a FACTS account, creating a username and password. Login using your newly created username and password.
3. Click on the **“Start Application”** link.
4. Complete the tuition assistance application in full. If you need assistance uploading tax documents to your application, please come into the School Office and Mrs. Weber, our Office Manager, will assist you.
5. At the end of the application you will be prompted to pay a **\$35 application fee**. (Please contact Mrs. Marlow, the School Principal, if the application fee is a financial hardship for your family. We are here to help!)
6. **Submit** your application.
7. NOTE: Tuition assistance will ONLY be awarded to those who complete the FACTS application. Paper applications or verbal requests for tuition assistance will be directed to the FACTS application process.

As soon as your completed registration paperwork, registration fee, and tuition assistance application have been received, your 22-23 tuition contract and tuition assistance award will be presented to you via email. To accept the contract terms and awarded tuition assistance, please return the signed 22-23 tuition contract to our School Office no later than June 30, 2022.

If you have any questions regarding this process or need assistance completing the application or access to a computer to complete the application, please contact Mrs. Marlow at cmarlow@saintmaryschool.org or 360-532-1230.