



Dear Parent/Guardian,

The *Our Faith, Our Children, Our Future School Tuition Organization* (STO) and St. Matthew Elementary School are pleased to once again provide tuition assistance to qualifying families. This program, supported by over 1000 donors, provides expanded opportunities to help qualifying families afford the Catholic School of their choice. Tuition assistance through the STO is available to Iowa residents. **New this year is families whose 2018 taxable income is at or below 400% of the federally determined poverty rate may qualify for an award.** STO funds are only available for K-12th grade students. Early childhood or preschool fees/tuition are not eligible. More information about the STO application process can be found at www.ourfaithsto.org.

The STO program will be utilizing FACTS Management to assist in determining the level of assistance to be awarded. FACTS Management has an application that all families need to complete to be considered for assistance. Your personal information will be held in strictest confidence at all times. If you have a child at more than one Archdiocesan School, you will only need to complete one application form. If you have previously applied for STO in the past two years, you should use the same log in and password. If divorced parents each pay a portion of the tuition bill, then each household needs to complete an application for a possible award towards their portion of tuition. There is a \$31.00 non-refundable processing fee for the online application payable to FACTS.

The FACTS application needs to be completed no later than **April 15th, 2018**. The application is available online at online.factsmgt.com/aid in both English and Spanish. In addition to your completed application, **you must include a copy of your federal 2018 tax return**. See the attached "Grant & Aid Assessment" flyer from FACTS for specific requirements. Tax and wage documents must be scanned or faxed by April 15th. We urge you to complete the materials early to allow time for notification of any missing/incomplete materials.

To assist you in completing the application, the FACTS call center is open Monday through Thursday from 7:30am-7:00pm and Fridays from 7:30am -5:00pm at 1-866-441-4637. The FACTS online application also has a chat feature to assist parents available Monday-Friday from 8:00 am-5:00 pm.

At St. Matthew Elementary we are happy to assist you with the application process. If you do not have Internet access to complete this application online, please call Amy Conlon at 319-362-3021 at the school for assistance. If the processing fee is cost prohibitive for your family, please contact me. In addition to individual appointments we are offering help sessions with upcoming dates announced shortly.

St. Matthew Elementary also has local funding to provide tuition assistance over and above the STO program thus providing supplementary tuition assistance. Our local assistance program is open to all locally qualifying families, not just those eligible for the STO. To qualify for local assistance families must first submit a FACTS application and then complete a request for local assistance. To obtain a local request document, please email Amy Conlon at aconlon@stmatthewccr.org.

Award notification letters will be sent on or before May 15, 2019. A summary timeline with specific information concerning the application deadline is found below.

We strongly encourage interested parents to complete an application. If you have questions about the assistance program, contact the school at 319-362-3021 or aconlon@stmatthewcr.org. Contact the FACTS call center at 1-866-441-4637 with specific questions about the application. This is a wonderful opportunity for qualifying families.

Sincerely,

Amy Conlon

Summary Timeline

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| January 1 | Applications available on-line at online.factsmgt.com/aid . |
| April 15 | Completed applications must be submitted with all required 2018 federal tax returns and other required materials scanned or faxed by this date. Applications with missing information cannot be processed. |
| May 15 | Award notification letters sent to all families who applied. |
| June 7 | Families receiving assistance send confirmation they are accepting/declining the assistance back to the school. |

*Note applications that are incomplete on April 15th or new applications after that date will be considered for round #2. Amounts of any available later awards can be considerably smaller.

New STO Qualifying Levels for 19-20

The new federal poverty rates are expected in late January and will be advertised as soon as they become available.