

Financial Aid Process

The Walla Walla Catholic Schools will provide financial aid grants, on a year-to-year basis, to qualifying families with children in grades kindergarten-twelfth, who need assistance with school tuition. Award of financial assistance is determined strictly and solely on need as determined by the FACTS algorithm, and other WWCS analysis. Generally speaking, families with incomes of less than \$90,000 per year and 2 or more students, more often receive aid, depending on core expenses. Once it is determined what a family is able to contribute, WWCS will look for a means to cover the balance of tuition and student fees, through scholarships, tuition assistance and family hardship awards. Total aid of over \$300,000 is available annually.

Various scholarships are awarded annually to Walla Walla Catholic School students. Criteria for these scholarships vary from need and scholarship to service and special interest. Scholarships awarded to financially assisted families will be calculated as a part of the aid package given.

To ensure that we are able to maximize your financial assistance, it's important that you follow this process and sign/return items promptly. Thank you!

Financial aid applications for existing families **should be submitted by March 1st, 2023.**

Although all-new family applications will be processed, it is advantageous to submit your application by **March 31** to be considered in the initial award process. **We expect applications for financial aid to be completed within two weeks of your initial application for enrollment.** Enrollment is complete and a seat is reserved only once the financial aid documents have been processed, final package agreed upon, and the tuition agreement has been signed.

Step 1: Initial Financial Aid Request - FACTS

- Open an account in FACTS, or enter your existing account and answer the questions on the questionnaire in full.
- Upload the **complete** tax return for the year indicated, including **all** schedules and worksheets (don't upload the Return Summary, it won't be accepted). If your family is self-employed then also upload your **complete** Form 1065.
- Upload the latest years' W2's.
- **Once your financial aid application is submitted**, then follow the link within FACTS to set up your payment plan. **Nothing will be charged to your account until an agreement is reached.**
- **Watch your email for messages from FACTS** – they will send a message if they need further documents. Please submit any requested documents as soon as possible.
- Once FACTS has all the necessary documents and their tax accountants have completed their review, you will receive an email that says that your application has been completed. This means FACTS has finished their review.

Step 2: Review by WWCS Business Office

- The school business office will then review the FACTS information and recommendation. Once a decision is reached, the business office will enter all charges and credits to your FACTS Payment Plan, including financial aid award, if you qualify. Once this is finalized you will receive an email from FACTS itemizing your transactions, by student, and your payment plan with dates and amounts. **If you are a new family to WWCS**, someone from the Business Office will contact you to arrange a meeting in which to go over your FACTS results (usually on the same day as your appointment with the Principal), and possible further options, in person, before inputting anything into FACTS.

Step 3: Tuition Contract for signature

- Next you will receive an email from Adobe with your Tuition Contract. This will include the information from FACTS with **additional instructions at the bottom**. If you accept this Tuition Contract AS IS, acknowledge the statement of responsibility and sign the form.
- Tier 2 Application: If you feel you have extenuating circumstances and would like a committee to consider, those then submit the Tier 2 application: the url is at the bottom of the email, just before the responsibility statement. In order to keep the process moving, we ask that you submit your Tier 2 application **within 7 days** of receiving the Adobe email, and DO NOT sign the contract yet.
 - Once the Tier 2 committee has reviewed your application, your award will be added to your FACTS account, and a new Tuition Contract will be emailed to you. This new contract will reflect the Tier 2 additions and new annual and monthly payments.
 - Acknowledge the statement of responsibility and sign the form.

When is my enrollment finalized?

Once you accept the terms and conditions and electronically sign the Contract, you are finished with the enrollment process, and your students' seats are reserved.