



Financial Aid Application Process

St. John's utilizes FACTS Grant and Aid Assessment ("FACTS G&A"), an independent, third-party, national financial needs assessment company to evaluate and analyze a family's demonstrated financial need. Financial Aid Grants are applied directly to the academic year for which they were requested.

Application Fees

The Financial Aid Application Fee is \$40, payable directly to FACTS G&A during the online application process. FACTS G&A will not review the application until this payment is received.

Application Deadline

Information below is for the 2022-2023 school year. If you are inquiring about the 2021-2022 school year, please contact the Admissions Office at (949) 858-5144.

Financial Aid Applications must be completed by **February 15, 2022**. Priority will be given to complete Financial Aid Applications received by the deadline. The first round of Financial Aid Applications will be reviewed and awards issued by March 15, 2022 for all completed applications that were submitted by the deadline. Financial Aid Applications that are submitted after the deadline will be reviewed after the first round of awards have been completed. **Awards for late applications are limited by the remaining funds that are available.**

A Financial Aid Application is considered complete when the application, application fee and all supporting documentation have been submitted to and reviewed by FACTS G&A. **In addition, a signed contract and registration deposit must be submitted before any award decisions can be finalized.** The Financial Aid Committee is unable to review applications until they are complete.

It is recommended that you complete your taxes early. While the prior year (2020) tax return will be accepted this year, additional documentation is required to show your current financial situation. Certain forms of documentation will have greater weight, **with a current year tax return having the greatest weight.** The Financial Aid Committee reserves the right to request the current year tax return (if only prior year provided) if deemed necessary to make an award decision. Please see the Supporting Documentation section below to review your options.

If your financial circumstances have changed mid-year, you may submit a Mid-Year Financial Aid Application, which will be reviewed based on available funds.

Supporting Documentation

Once the online Financial Aid Application has been submitted, the following information must also be submitted to FACTS G&A in order to complete the application process:



- **Required** – Copies of 2020 Federal tax forms including all supporting tax schedules (2021 return preferred)
- **Required** – Copies of 2021 W-2 forms for both spouses if providing 2020 tax return in lieu of 2021 tax return.
- **Required** – Additional documentation of your current finances
- **Required** – SJES Worksheet

Download the St. John's Worksheet on our Financial Aid page on our website. You will need to complete this form and save a copy as a pdf in order to upload it to your application. Otherwise you can print a copy and fax it to the number below.

Acceptable forms of documentation, listed in order of preference/weight – please include one or more (current year W-2s and recent paystubs required if not providing current year tax forms):

- Copies of 2021 Federal tax forms including all supporting tax schedules.
- Copies of 2021 quarterly tax statements.
- Copies of 2021 W-2 forms for both you and your spouse.
- Copies of two (2) most recent paystubs.
- A CPA certified estimate of 2021 taxes and schedules.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

Applications received without the requested documentation will not be processed. Tax documentation is required by FACTS G&A in order to complete the analysis for St. John's. Please ensure that all documentation is legible before submission; an illegible scan or fax may result in incorrect information or a delay in completing the verification or your application. Please ensure that the applicant's email is set up to receive emails from FACTS as FACTS will contact the applicant via email regarding any missing documentation, or issues with the application.

Submitting Required Documentation

All supporting documentation can be uploaded in a pdf format online. Documentation can also be faxed to (866) 315-9264 or mailed to the address below. Please be sure to include the applicant ID on all correspondence.

FACTS Grant & Aid Assessment
P.O. Box 82524 Lincoln,
NE 68501-2524

If you have questions or concerns about the FACTS G&A application process, you may speak with a FACTS Customer Care Representative at (866) 441-4637.

Who should submit a Financial Aid Application?

The Financial Aid Application should be submitted by the responsible party with whom the child is a legal dependent, whether that is a parent, grandparent, aunt/uncle, or legal guardian.

In cases involving divorce or separation, each parent must submit a Financial Aid Application.



What additional information should be included?

The Financial Aid calculation is based on total household income, which includes all income, whether the party is legally responsible for your children or not.

For parents who have remarried, your new spouse's information must be included, even if they are not legally responsible for the student. The system does take into account your spouse's expenses as well as income, so it is important to list all appropriate expenses in the application.

All financial contributions from non-custodial parents and relatives must also be included in the appropriate section of the Financial Aid Application.

All children within your household must be included in the Financial Aid Application. This includes children attending another tuition charging school, children attending a public school, or children not attending school.

The Financial Aid Application includes a section for you to explain your additional or special circumstances.

Financial Aid Awards

Once a Financial Aid Application is processed by FACTS G&A, a tuition aid recommendation will be shared with St. John's Episcopal School. The Financial Aid Committee will then consider this recommendation along with any other extenuating circumstances and the available Financial Aid Funds for the school year when determining a Financial Aid Award Amount. All final Financial Aid Award decisions, including notification of an award amount, if any, will be made solely by St. John's Episcopal School.

Notification of Financial Aid Award decisions will begin March 15, 2022 for the 2022-2023 school year. For new students applying after the application deadline, once you have submitted a complete Financial Aid Application, please allow a minimum of four weeks for notification of the Financial Aid Award decision. If you have not received notification about Financial Aid in the appropriate timeframe, please contact the Business Office for re-enrolling families and the Admissions Office for new families at St. John's Episcopal School.

Financial Aid Appeals

It is possible that you may not be awarded a Financial Aid Award, or the amount awarded may be less than the financial need stated on your application. In these cases, you may submit a Financial Aid Appeal, in the form of a letter and supporting documentation that explains your extenuating circumstances. You should notify the Business Office of your intent to appeal, and must upload your appeal letter and any supporting documentation to your application in FACTS G&A. Your Financial Aid Application will then be re-evaluated by the Financial Aid Committee, taking into consideration the additional information provided in your Financial Aid Appeal letter. All decisions on Financial Aid Appeals, including notification of a change to the award amount, if any, will be made solely by St. John's Episcopal School.