

## St. Bernard Regional Catholic School

*A Pennsylvania Charitable Trust*

300 Clairvaux Drive

Indiana, PA 15701

(724) 465-7139

TO: ST BERNARD SCHOOL PARENTS

FR: Denise Swope, Principal

RE: FINANCIAL AID APPLICATIONS FOR THE 2011-2012 SCHOOL YEAR

DT: January 26, 2011

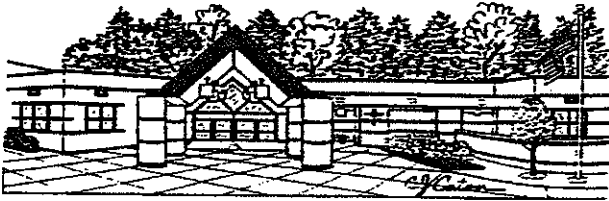
Welcome to 2011! Not only is this a time for preparations for Catholic Schools Week, but we've already begun planning for the 2011-2012 school year. Once again, FACTS Grant & Aid Assessment has been chosen to conduct the need analysis for St. Bernard Regional Catholic School. **Please note that Financial aid awards will not be made to families whose applications are not verified by the submission of necessary Federal Tax documentation.** The necessary documentation is a 2009 or 2010 IRS form 1040 or equivalent in addition to a copy of a 2010 IRS form W-2. This means the only families that are required to submit a 2010 tax return are those families that have had a significant change in income in 2010, or had a change in their number of dependents. Please see the FACTS application for more information, or log on to <http://www.factstuitionaid.com> to complete the application on line.

- Financial aid applications must be completed and submitted (either on line or via traditional paper application) to FACTS by **March 15, 2011**. St. Bernard School pays the non-refundable \$25 per family registration fee if FACTS receives the application prior to this date. The non-refundable \$25 fee will be charged to families that choose to apply after the March 15<sup>th</sup> deadline.
- Aid processing will begin on April 1, 2011. Returning parents applying after April will have their applications processed on a first-come, first-served basis, so long as all verification documentation is also submitted to and received by FACTS Grant and Aid Assessment.
- You can apply online **NOW** at <http://www.factstuitionaid.com>.
- **Required supporting documentation can be submitted to FACTS Grant & Aid Assessment as soon as it is available – so don't wait until your taxes are completed to apply!**
- Income information is to be provided for all household members. This is to be in compliance with the Commonwealth of Pennsylvania statute which created the Educational Improvement Tax Credit (EITC) program. A significant amount of financial aid is received from businesses in Pennsylvania through this program.
- FACTS provides the needs assessment; local school administrators in concert with Diocesan representatives make the decision regarding an award of financial aid.
- Financial aid comes from a variety of sources, including the Parish Supported Financial Aid Fund, school and diocesan endowments, the Scholarship Partners Foundation (which receives contributions from businesses under the

Commonwealth of Pennsylvania's Educational Improvement Tax Credit program), and our school's fundraising and development efforts.

**When completing the application, please prayerfully consider what your family can contribute toward the gift you are giving to your children. Remember that our school is a Catholic community, and the decision your family makes will affect each and every family in our school. United in community, we can continue, as St. Paul tells us, to "bear one another's burdens" (Gal 6:2).**

Thank you for choosing to send your children to St. Bernard Regional Catholic School. Please contact me if you have any questions regarding the application process.



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January 26, 2010

Dear Parents and Guardians of St. Bernard School students:

**It's time to once again make the best decision for your children, and choose a complete educational environment that focuses on the mind, body *AND* soul.**

St. Bernard Regional Catholic School promises to continue to provide the Catholic school tradition of faith-based education so valued in the communities we serve.

Most of our parents and guardians ***will not have to wait for 2010 tax returns to be completed!!*** You can use your ***already-filed 2009 Federal*** tax return for verification, and simply mail a copy of your 2010 W2 to FACTS when you receive it from your employer. Please choose from one of the following application options:

### **Option 1 – Apply now through March 15, 2011**

- Apply online using the FACTS Grant and Aid Assessment application at [www.factstuitionaid.com](http://www.factstuitionaid.com), or submit a paper application.
- Verify your application by submitting a copy of your **2009** IRS 1040 tax returns, and your **2010** W2 when you receive it from your employer (Self-employed parents and guardians can submit either a 2009 or 2010 tax return as well – see notes which follow). **Applications will not be processed unless verified with this information.**
- **If the above two steps are completed, parents will receive award statements by May 31, 2011, AND the \$25 per family FACTS processing fee is waived!**

### **Option 2 – Apply March 16 through June 30, 2011**

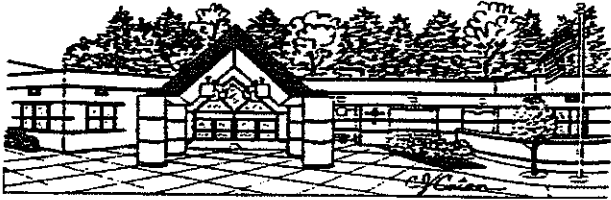
- Apply online using the FACTS Grant and Aid Assessment application at [www.factstuitionaid.com](http://www.factstuitionaid.com) or submit a paper application.
- Verify your application by submitting a copy of your **2009** IRS 1040 tax returns, and your **2010** W2 when you receive it from your employer (Self-employed parents and guardians can submit either a 2009 or 2010 tax return as well – see notes which follow). **Applications will not be processed unless verified with this information.**
- The family is responsible for paying the \$25 per family FACTS processing fee.
- **If the above three steps are completed, parents will receive award statements on an "as processed and verified" basis.**

### **PLEASE NOTE!**

1) **Parents/Guardians who are self-employed and do not receive W2s:** You can submit your **2009 OR 2010** IRS 1040 tax returns to verify your applications. The only reasons you would need to complete and submit your 2010 IRS 1040 is if you had a reduction in income, **or** if the number of dependents in your household has changed.

2) Pre-K students only receive financial aid based on qualification through the Scholarship Partners Foundation. Parents and guardians who apply for aid for their pre-K aged child may receive statements at a later time than K-12 students.

3) Secondary and elementary school parents may receive award statements at different times.



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### **Important Financial Aid Items To Consider**

- You can request a paper FACTS Grant and Aid Assessment application by contacting St. Bernard Regional Catholic School at (724) 465-7139.
- Paper applications must be **received by FACTS** by March 15, 2011 in order for the \$25 processing fee to be waived.
- Financial aid applications are for the **family**. You can list all children enrolled in tuition-charging educational institutions on this form.
- When completing forms, enter "0" for 2011-2012 tuition for St. Bernard Regional Catholic School. Tuition information is reported to the Diocese of Greensburg, who in turn, reports it to FACTS.
- **ATTENTION RETURNING PARENTS: PLEASE** complete your financial aid application **AND** verification by **June 30, 2011**.

### **Applying to Enroll Your Child in St. Bernard Regional Catholic School**

- **Applications for admission to St. Bernard Regional Catholic School are accepted at any time throughout the year.** Admission applications are sent to current parents/guardians following Catholic Schools Week in February.
- Completed admission applications are filed by date of receipt by St. Bernard Regional Catholic School. The Order of Admissions follows the Admission Policy found in the Diocese of Greensburg's Office for Catholic Schools Handbook of Policies.
- **Especially for New Parents/Guardians:** Application forms for new students and all Kindergarten students must be accompanied by **original** birth certificates for each child (copies will be made by the school office and originals returned to the parent/guardian) and copies of each child's immunization records.
- **A NONREFUNDABLE FEE of \$50.00 per family is due with each admission application.** Incomplete applications will not be accepted.

### **Please remember:**

- **Tuition statements and award notices are distributed only after the FACTS Grant and Aid Assessment is filed AND verifying documentation has been received by FACTS.**
- **Families choosing not to complete a FACTS Grant and Aid Assessment application for financial aid will be responsible for paying the full tuition charged by St. Bernard School for each child.**