

**Checklist for a Spalding Scholarship Application for 2021-2022**

- Thoroughly **read the Protocols and Procedures for details** on how to complete the application process.
- Submit the **FACTS Grant & Aid Application** online at [online.factsmgt.com/aid](https://online.factsmgt.com/aid).
- Pay the **application fee** online to FACTS Management.
- Upload your **2020 federal income tax return and ALL supporting tax schedules and documents** to FACTS Management **by April 30, 2021**.
- Upload your **2020 W-2 Wage & Tax Statements** to Facts Management **by April 30, 2021**.
- Ask your **parish pastor to submit a recommendation** to the Diocesan Office of Catholic Schools that your family is in good standing in the parish.
- If your student received an Illinois Tax Credit Scholarship (TCS) for 2021-2022, do not apply for a Spalding scholarship. Students are ineligible to receive a Spalding scholarship if they receive a full or partial TCS.

**Apply as early as you can, but ALL DOCUMENTS MUST BE UPLOADED TO FACTS BY THE DEADLINE DATE OF APRIL 30, 2021 for the application to be considered for the Spalding Scholarship. FACTS will no longer accept any paper documents.**

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**FACTS CONTACT INFORMATION:**

**You can chat with a FACTS representative online if you have a question when completing the application.**

Online application:	<a href="https://online.factsmgt.com/aid">online.factsmgt.com/aid</a>
Customer Service number:	(866) 315-9262

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