



St. Francis de Sales - St. Stephen School  
17 Elmwood Avenue  
Geneva, New York 14456

July 28, 2018

Dear Parents and Guardians,

We will be using FACTS for all our tuition collections. You will need to log on and provide information for the coming year. We will also be partnering with FACTS Grant and Aid Assessment to conduct the financial need analysis for the coming school year. If you would like to apply for financial aid, you will be able to complete an online application and submit the necessary supporting documentation to FACTS Grant and Aid Assessment. There is a \$30 processing fee per family for this service, and you can apply at [\[http://online.factsmgt.com/signin/3MHPS\]](http://online.factsmgt.com/signin/3MHPS).

You can complete the online application as soon as possible, and then submit the supporting documentation, such as copies of your 2017 tax return and W2, when they are available. If you own a business, tax schedules for you and your spouse should also be submitted. Similarly, copies of supporting documentation for Social Security Income, Child Support, Food Stamps, Workers Compensation, and TANF can be sent to FACTS.

If you have any questions regarding the application process, you may speak with a FACTS Customer Care Representative toll-free at (866) 441-4637

Thank you for your support of St. Francis de Sales – St. Stephen School. May your week be blessed!

Sincerely,

Mrs. Mary C. Mantelli  
Principal