



## Application Instructions

1. Go to [online.factsmgt.com/aid](https://online.factsmgt.com/aid).
2. If **new parent** to the Diocese of Rochester Catholic Schools network, create an account by setting up a username and password with your information. If **existing parent** at one of our Diocesan schools, use your current FACTS credentials.
3. Select the **2024-2025 term**.
4. Review the FACTS platform information. **As with all financial aid applications, there is a \$40 fee to apply. This is not covered by the Diocese of Rochester Department of Catholic Schools. All applicants must pay this fee in order to apply for the scholarship.**
5. Select **Begin Application**.
6. Click **Add School / Organization**.
7. Type in the search box **Building a Brighter Future Scholarship**. Select the checkbox and click **Add**.
8. Click **Save & Continue** to proceed with completing the application.

**Under the STUDENT section of the application:**

- Enter students **grade level for 2024/2025 School Year**
  - Enter **\$1** in the box for: Tuition
  - Enter **\$1** in the box for: How much of this child's tuition can you and/or the co-applicant pay?
  - Enter **\$1** in the box for: Annual tuition support required from this child's non-custodial parent as a result of legal separation, etc.
9. Continue completing all application sections.
  10. Finalize the application by uploading your tax documents and reviewing your submission.
  11. A Department of Catholic Schools representative will be in contact with you regarding your Building A Brighter Future Scholarship application and next steps with the school at which your current student(s) is enrolled at, or new student(s) may be enrolled.