

Dear Parents:

This year the Chattanooga Catholic schools will again be using the FACTS Management tuition support online application. This computer analysis adds an additional look at how to size up our different families' needs. Having limited funds means that we are trying to help as many people as we can, as well as those with the greatest need.

The deadline for applying will be **February 1, 2019**. For the 2019-20 school year, you will be asked to **fill out an online application** and **submit documentation** (your 2017 tax return if you did not send it in last year and 2018 W-2 forms) to FACTS. There is also a \$35 fee to apply for tuition support which is paid online after you have filled out the application.

You can reach the application at this link: <https://online.factsmgt.com/signin/4KHYC>

If you have any questions during the application process, please contact me at poinsattema@myndhs.com; 423-624-4618, x. 1014 or call Chris Curtis (curtisc@myndhs.com; 423-624-4618, x. 1026 (Chris is fluent in Spanish). There is also a **24-hour FACTS hotline** which you can call (866-441-4637) if any issues arise while filling out the application.

Once you have filled out this application, sent in the necessary documentation and paid the fee, you will be contacted to meet with either myself or Chris. These mandatory interviews take place at Notre Dame High School. As in the past, this will be your opportunity to tell us why you feel tuition support is necessary for your family, and to explain any unusual circumstances that may keep you from being able to pay the full amount of tuition.

Recommendations for tuition support can only be made after all of these actions have taken place. Tuition support is awarded after careful review of the family's financial circumstances. An application for support does not guarantee that such support can be granted. Families should apply for each new school year; *tuition support cannot be renewed automatically each year.*

Again, the deadline for applying for tuition support is February 1, 2019. Please make every effort to meet this deadline.

If you have any questions, call Chris or myself; also, please read the attached letter from Sister Mary Marta, Diocesan Superintendent of Schools. Thank you for your commitment to giving your child the best possible education – a Catholic education.

Mary Anne Poinsatte
Tuition Support Coordinator, Chattanooga Deanery