

**St. Matthew Parents for  
The High School of St. Thomas More**

**St. Matthew Tuition Assistance &  
Diocese of Peoria Spalding Scholarship Requirements**

**Instructions for the 2017-2018 school year:**

- **St. Matthew Tuition Assistance Application & Pastor Recommendation Request** for Spalding
- **FACTS Application**

Follow the steps below to apply for the 2017-2018 Tuition Assistance and the Spalding Scholarship

Please take note of the . . .

- **March 8<sup>th</sup>** deadline for emailing the completed HSTM Tuition Assistance Application & Pastor Recommendation Request Form.
- **March 15<sup>th</sup>** deadline for FACTS for both the Spalding Scholarship and Parish Tuition assistance consideration.

**1. ST. MATTHEW TUITION ASSISTANCE & PASTOR RECOMMENDATION FORM** for Spalding

- the deadline for emailing your completed form is **March 8, 2017**.

For each child you are requesting assistance for complete the online form titled:

**St. Matthew Parish HSTM Tuition Assistance Application &**

**HSTM Pastor Recommendation Request Form** for Spalding (this one form includes both)

A separate attachment must be submitted for each child. *i.e.= 3 children=1 email with 3 attachments*

To type in your information click the "FILL & SIGN" tab located in the ribbon of icons - then complete the form. "SAVE" your completed Request Form and email to: [plittle@stmatt.net](mailto:plittle@stmatt.net) with the subject titled: "**HSTM -Tuition Assistance Application and Pastor Recommendation Request**".

Only emailed forms are accepted.

- Include your attachment(s) - *1 Recommendation Request attachment per child*  
*Do not submit multiple names on an Application/Recommendation Request attachment.*  
*i.e. 3 children =1 email with 3 Application/Recommendation Request attachments*
- Include in the body of the email:  
Parents' names / Phone numbers / Address / List of Student's Name(s) and Grade(s)  
of the child/children for whom you have individual attachments.  
*(1 email with a separate attachment for each child you are requesting assistance for.)*

**2. COMPLETE & SUBMIT THE FACTS GRANT & AID APPLICATION by the March 15, 2017**

**Diocesan deadline.**

- Complete and submit the FACTS application at: [online.factsmgt.com/aid](http://online.factsmgt.com/aid)
- Submit the fee for the FACTS application.

Note: **2016 tax requirements/documentation** are required in order to complete your FACTS application.

**3. GO TO THE CATHOLIC DIOCESE OF PEORIA WEBSITE AND REFER TO THE**

**JOHN LANCASTER SPALDING SCHOLARSHIP PROTOCOLS AND PROCEDURES.**

- Go to [www.cdop.org](http://www.cdop.org)
- Go to **CATHOLIC EDUCATION**
- Go to **FINANCIAL ASSISTANCE**

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Please Note: The principal recommendation is not needed for the upcoming year but the Pastor recommendation is still required, as noted above, per the Diocese.