

**St. Matthew Parents for
St. Matthew Grade School** (grades K – 8)

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

Instructions for the 2017-2018 school year for grades K – 8 :

- **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 8th** deadline for emailing the Grade School Tuition Assistance Application & the Pastor Recommendation Request Form for Spalding
- **March 15th** deadline for FACTS for both the Spalding Scholarship and Parish Tuition assistance consideration.
- New families to St. Matthew School must complete a school application and be accepted into the school before applying. Please contact the school for information.

1. ST. MATTHEW TUITION ASSISTANCE & PASTOR RECOMMENDATION REQUEST 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 Grade School Tuition Assistance Application & St. Matthew School Pastor Recommendation Request Form for Spalding (this one form includes both)

A **separate attachment must be submitted for each child**. *i.e.= 3 children =1email 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 with the **subject titled:**

“Grade School Tuition Assistance Application & Spalding Pastor Recommendation Request”

- **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) (K through-8th grade) 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 AND SUBMIT THE FACTS GRANT & AID APPLICATION

by the **March 15, 2017** Diocesan deadline.

- A. Complete and submit the FACTS application at: online.factsmgt.com/aid
- B. 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.

- A. Go to www.cdop.org
- B. Go to **CATHOLIC EDUCATION**
- C. Go to **FINANCIAL ASSISTANCE**

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.