

**John Lancaster Spalding Scholarship Fund**  
**Protocols and Procedures 2018 – 2019**  
**Deadline Date: April 15, 2018**

**PROTOCOLS:**

- A family applying for Spalding Scholarship assistance must be an active member in good standing of a parish in the Catholic Diocese of Peoria.
- The student[s] for whom the aid is being sought must be enrolled in good standing [or seeking to be enrolled] in grades K through 12 in a Catholic school located in the Diocese of Peoria.
- All scholarship assistance will be based on a family's financial need objectively assessed. The diocese will use FACTS Grant & Aid Assessment Services to determine financial need.
- All scholarship assistance will also be dependent upon the recommendation of the pastor that the family is an active member of the parish in good standing
- If a student changes schools during a school year, tuition assistance grants will follow the student as long as the student is enrolled in and in good standing in a Catholic school in the Diocese of Peoria and the family is a member in good standing of a parish in the Diocese of Peoria.
- All awards are for one school year only. A family must apply for Spalding Scholarship assistance each school year.
- The number of grants and the amount of each grant for the school year will be dependent upon the funds available and the size and need of the applicant pool.
- Payment of Spalding Scholarship Grants will be made twice a year directly to the Catholic school a student attends. These grants will be applied to the family's tuition obligation. Tuition assistance grants will be announced by the end of May 2018.
- If the student receives an Illinois Tax Credit Scholarship for full or partial tuition for 2018-19, (qualifications and application information can be found at [www.empowerillinois.org](http://www.empowerillinois.org)), they are ineligible to receive a Spalding Scholarship, and any Spalding award previously granted for 2018-19 will be rescinded.

**PROCEDURES:**

- Families interested in applying for tuition assistance from the Spalding Scholarship Fund must complete a **FACTS Grant & Aid Application**. Filing online at [online.factsmgmt.com/aid](http://online.factsmgmt.com/aid) is the fastest and most direct method of submitting the **application and required supporting tax documents**. A family may also obtain a printed copy of the FACTS Grant & Aid Application from the school that their child attends or will attend, and complete it according to directions. **The application and supporting tax documents must be received by FACTS by April 15, 2018.**
- The completed FACTS application, the \$30 fee, and any required supporting documents are to be filed with FACTS according to their directions.
- Families must also request the pastor submit a recommendation to the Office of Catholic Schools verifying good standing in the parish.
- The application process is complete only when the pastor's recommendation has been submitted to the Office of Catholic Schools and when a completed parent financial aid application, and required supporting documents and the fee, have been submitted to FACTS. Submit your application and supporting documents as soon as possible. **Only completed applications which include supporting documents submitted on or before April 15, 2018 will be considered when Spalding assistance awards are determined.**
- A Checklist of all steps to complete when submitting an application for a Spalding Scholarship application is available at [www.cdop.org](http://www.cdop.org), under *Catholic Education* and then under *Financial Assistance*. Scroll to the bottom of the page and select the link to the forms.