



February 2010

Dear Parents and Guardians and Prospective Parents of Queen of Angels Catholic School students:

**It's time to once again make the best decision for your children, and choose a complete educational environment that focuses on the mind, body AND soul.**

Queen of Angels Catholic School promises to continue to provide the Catholic school tradition of faith-based education so valued in the communities we serve.

Most of our parents and guardians **will not have to wait for 2009 tax returns to be completed!** You can use your ***already-filed 2008 Federal*** tax return for verification, and simply mail a copy of your 2009 W2 to FACTS when you receive it from your employer. Please choose from one of the following application options:

<b>Option 1 – Apply now through March 15, 2010</b>	<b>Option 2 – Apply March 16 through June 30, 2010</b>
<ul style="list-style-type: none"><li>➤ Apply online using the FACTS Grant and Aid Assessment application at <a href="http://www.factstuitionaid.com">www.factstuitionaid.com</a>, <b>or</b> submit a paper application.</li><li>➤ Verify your application by submitting a copy of your <b><u>2008</u></b> IRS 1040 tax returns, and your <b><u>2009</u></b> W2 when you receive it from your employer (Self-employed parents and guardians can submit either a 2008 or 2009 tax return as well – see notes which follow). <b>Applications will not be processed unless verified with this information.</b></li><li>➤ <b>If the above two steps are completed, parents will receive award statements by May 15, 2010, AND the \$25 per family FACTS processing fee is waived!</b></li></ul>	<ul style="list-style-type: none"><li>➤ Apply online using the FACTS Grant and Aid Assessment application at <a href="http://www.factstuitionaid.com">www.factstuitionaid.com</a> <b>or</b> submit a paper application.</li><li>➤ Verify your application by submitting a copy of your <b><u>2008</u></b> IRS 1040 tax returns, and your <b><u>2009</u></b> W2 when you receive it from your employer (Self-employed parents and guardians can submit either a 2008 or 2009 tax return as well – see notes which follow). <b>Applications will not be processed unless verified with this information.</b></li><li>➤ The family is responsible for paying the \$25 per family FACTS processing fee.</li><li>➤ <b>If the above three steps are completed, parents will receive award statements on an “as processed and verified” basis.</b></li></ul>

**PLEASE NOTE!**

1) **Parents/Guardians who are self-employed and do not receive W2s:** You can submit your **2008 OR 2009** IRS 1040 tax returns to verify your applications. The only reasons you would need to complete and submit your 2009 IRS 1040 is if you had a reduction in income, **or** if the number of dependents in your household has changed.

2) **Pre-K students** only receive financial aid based on qualification through the Scholarship Partners Foundation. Parents and guardians who apply for aid for their pre-K aged child may receive statements at a later time than K-12 students.

3) Secondary and elementary school parents may receive award statements at different times.

### **Important Financial Aid Items To Consider**

- You can request a paper FACTS Grant and Aid Assessment application by contacting Queen of Angels Catholic School at 724-978-0144 - Ext. 0.
- Paper applications must be **received by FACTS** by March 15, 2010 in order for the \$25 processing fee to be waived.
- Financial aid applications are for the **family**. You can list all children enrolled in tuition-charging educational institutions on this form.
- When completing forms, enter "0" for 2010-2011 tuition for Queen of Angels Catholic School. Tuition information is reported to the Diocese of Greensburg, who in turn, reports it to FACTS.
- **ATTENTION RETURNING PARENTS: PLEASE** complete your financial aid application **AND** verification by **June 30, 2010**. July 1<sup>st</sup> is the start of the new fiscal year, and applications received after this date may be significantly delayed in processing.

### **Applying to Enroll Your Child in Queen of Angels Catholic School**

- Applications for admission to Queen of Angels Catholic School are accepted at any time throughout the year. Admission applications are sent to current parents/guardians during Catholic Schools Week in January.
- Completed admission applications are filed by date of receipt by Queen of Angels Catholic School. The Order of Admissions follows the Admission Policy found in the Diocese of Greensburg's Office for Catholic Schools Handbook of Policies.
- **Especially for New Parents/Guardians:** Application forms for new students and all Kindergarten students must be accompanied by **original** birth certificates for each child (copies will be made by the school office and originals returned to the parent/guardian) and copies of each child's immunization records.
- **A NONREFUNDABLE FEE of \$75 per family is due with each admission application.** Incomplete applications will not be accepted.

### **Please remember:**

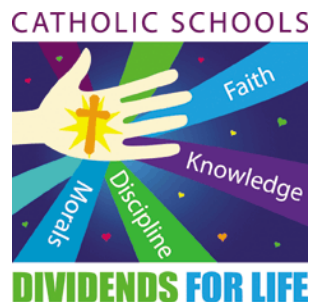
- **Tuition statements and award notices are distributed only after the FACTS Grant and Aid Assessment is filed AND verifying documentation has been received by FACTS.**
- **Families choosing not to complete a FACTS Grant and Aid Assessment application for financial aid will be responsible for paying the full tuition charged by Queen of Angels Catholic School for each child.**

Copies of the Queen of Angels Catholic School handbook, policies, calendars, newsletters and other information can be found at the Queen of Angels Catholic School Web site at [www.queenofangelssch.org](http://www.queenofangelssch.org) .

Thank you for renewing your commitment to a Catholic education for your children at Queen of Angels Catholic School. If you have any questions, please feel free to contact us at 724-978-0144 or via email at [info@queenofangelssch.org](mailto:info@queenofangelssch.org) .

Respectfully,

Linda L. Holsopple  
School Administrator



P.S. - **Applications for financial aid filed on or after July 1, 2010 may be delayed in processing.** The new fiscal year begins that day, and monthly tuition payments begin in August through FACTS Tuition Management. It is our goal to have most of our financial aid applications processed and reviewed prior to June 30, 2010, since all Scholarship Partners Foundation aid must be allocated to students by this date.

P.P.S. - **Don't delay!** Being able to use your 2008 tax returns means you can file your financial aid application **today**, without the added headache of completing your 2009 tax returns!