



Application Instructions

1. Go to online.factsmgt.com/aid.
2. If **new parent** to the Diocese of Rochester Catholic Schools network, create an account by setting up a username and password with your information. If **existing parent** at one of our 16 Diocesan schools, use your current FACTS credentials.
3. Select the **2022-2023 term**.
4. Review the FACTS platform information. Please note, the \$35 application fee for the Building A Brighter Future Scholarship will be waived upon emailing scholarship@dor.org near the end of the application process.
5. Select **Begin Application**.
6. Click **Add School / Organization**.
7. Type in the search box **Building a Brighter Future Scholarship**. Select the checkbox and click **Add**.
8. Click **Save & Continue** to proceed with completing the application.

Under the STUDENT section of the application:

- Enter students grade level for 2022/2023 School Year
 - Enter \$1 in the box for: Tuition
 - Enter \$1 in the box for: How much of this child's tuition can you and/or the co-applicant pay?
 - Enter \$1 in the box for: Annual tuition support required from this child's non-custodial parent as a result of legal separation, etc.
9. Continue completing all application sections.

- 10.** The **ADDITIONAL QUESTIONS** section will prompt you to email scholarship@dor.org with a short message to request the application fee to be waived. Copy and paste the email messaging provided in the application to get your email request started.
- 11.** Await a return email regarding the waiving of your application fee. Expect a response within 1-business day of your initial email.
- 12.** Upon receipt of a return email, continue finalizing the application by uploading your tax documents and reviewing your submission.
- 13.** A Department of Catholic Schools representative will be in contact with you regarding your Building A Brighter Future Scholarship application and next steps with the school at which your current student(s) is enrolled at, or new student(s) may be enrolled.