



ST. AMBROSE ACADEMY

**31 EMPIRE BLVD.
ROCHESTER, NY 14609
TEL: 585-288-0580
FAX: 585-288-2612**

Registration 2023-2024

Dear Parents and Guardians:

St. Ambrose Academy will continue to use **FACTS Management** for both our **tuition collection and financial aid application** processes. **FACTS Grant & Aid Assessment** will once again conduct the financial need analysis for St. Ambrose Academy for the upcoming 2023-2024 school year.

Once registered at our school office, you will be required to set up an account or login to your existing account at <https://online.factsmgt.com/signin/3G3KS> to set up your tuition payment plan. When adding your child to your FACTS account you may be asked for a student ID number, however, it is not needed to proceed with completing the set up.

If you are applying for financial aid, you can also do so on this site. The cost is \$40 payable on-line. **Note**, the financial aid application and all necessary supporting documentation must be to **FACTS Grant & Aid Assessment** by **April 1, 2023** in order for a timely allocation of aid. **Funds are limited and may not be available after the application deadline.** Once an online aid application has been completed, the following will need to be sent to **FACTS** to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules
- Copies of your W-2 forms for both you and your spouse
- Copies of supporting documentation for Social Security income, welfare, child support, food stamps, workers compensation and TANF

All supporting documentation can be faxed to 1-866-315-9264 or mailed to the address below:

**FACTS Grant & Aid Assessment
P.O. Box 82524
Lincoln, NE 68501-2524**

If you have questions or concerns about the application process, please call a FACTS Customer Care Representative at **1-866-441-4637**.

Sincerely,
St. Ambrose Academy
Finance Office