

February 23, 2009

Dear Parents or Guardians:

The Catholic Diocese of Richmond has allocated funding from the McMahon Parater Foundation for Education (MPF) for tuition assistance in the 2009-2010 school year. FACTS Grant & Aid Assessment will be conducting the financial needs analysis for Star of the Sea Catholic School for the upcoming 2009-2010 school year. Families applying for financial aid from MPF will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment **by May 1, 2009.**

There are two ways apply for diocesan financial aid:

- Applicants can apply online now at [www.factstuitionaid.com](http://www.factstuitionaid.com). **OR**
- Paper applications are available in your school business office or by calling FACTS Customer Care Representative at 1-866-315-9262

The following information is required in order for FACTS to process your application:

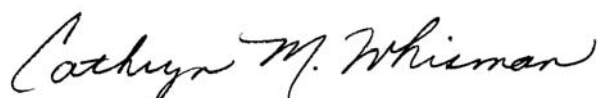
1. Completed online or paper application.
2. Payment of the \$20 application fee.
3. Copies of your 2007 tax return including all schedules.
4. Copies of your 2008 W2 for both you and your spouse.
5. Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.
6. Send the supporting documents to FACTS by **May 1, 2009** by either:
  - i. FAX to 1-866 315-9264 **-or -**
  - ii. Mail to: FACTS Grant & Aid Assessment  
P.O. Box 82524  
Lincoln, NE 68501-2524

***Interested families must apply to their individual school first in order to be eligible for tuition assistance from MPF.***

Applications for tuition assistance from MPF must be received at FACTS by **May 1, 2009**. Award letters will be made to eligible families by **June 30, 2009**.

If you have questions or concerns about the FACTS application process, you may speak with a FACTS Customer Care Representative at 1-866-315-9262 or Donna Odanga, the bookkeeper at Star of the Sea School at **428-4800**.

Sincerely,



**Cathryn Whisman, Ed.D.  
Principal**