



## DIOCESE OF METUCHEN

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Department of Education

December 2024

Dear Parent or Guardian,

Thank you for choosing to give your child(ren) the gift of a Catholic school education, a gift that we realize is given at great sacrifice for many families. For the 2025-2026 school year, we are blessed to provide Diocesan school financial aid to support low-income families who send their children to our elementary and high schools.

To be eligible your child(ren) must meet the eligibility requirements listed on the attached application instructions. Please read these instructions carefully and adhere to all deadlines. Students attending the two private high schools in our Diocese (St. Joseph High School and Mount Saint Mary Academy) will need to seek assistance directly from those schools or from Hope through Education (<https://hopethrougheducationusa.org>).

Families that require computer access and/or help with the online application should contact the school/s where you plan to enroll your child/ren.

Application instructions, with deadlines, are attached and can be found online at <https://diometuchen.org/tuition-assistance>.

The deadline to submit your signed Parish Verification form to the school or schools your children attend is **March 31, 2025. Award processing begins May 1, 2025.** Once processing begins, any applications in “**Incomplete**” or “**Documents in Process**” status, or applications missing the signed Parish Verification form **WILL NOT BE REVIEWED.**

**We are not able to consider an application without the Parish Verification form, signed by you and your Pastor.** Please call your parish if you are uncertain about your registration status. If you have application questions, please call FACTS Grant & Aid at 866.315.9262.

Thank you for the blessing you are to your children and our church and for your commitment to Catholic school education.

Sincerely,

Joseph Diskin  
Superintendent of Schools

Enclosures



# DIOCESE OF METUCHEN

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## Diocese of Metuchen – School Financial Aid 2025-2026 Application Instructions

Families applying for financial aid must complete an online application at <https://online.factsmgt.com/aid>. The application period opens January 1, 2025, and will officially close on **March 31, 2025**. **Award processing will begin on May 1, 2025**. Once this begins, any applications in **“Incomplete”** or **“Documents in Process”** status, or applications missing the signed Parish Verification form **WILL NOT BE REVIEWED**. Awards will be announced on or about the first week of June 2025.

Online applications are available in Spanish and English. The application fee is **\$40** and **must** be paid online at the time you submit your application. Forms of payment include debit cards, most major credit cards, or an electronic check.

### ELIGIBILITY

#### To be eligible to apply for School Financial Aid:

- Student must be Roman Catholic;
- Student must be entering grades K-12 in September 2025—scholarships are not awarded to children entering Preschool, although they should be included on the FACTS online application;
- Student must be attending one of our 21 diocesan, parochial, or regional elementary schools, or Immaculata or St. Thomas Aquinas High School; and
- Student must be officially registered in one of the parishes within the Diocese of Metuchen, **and families must submit a Parish Verification Form to the school/s where they plan to enroll their child/ren by March 31, 2025**. A copy of the completed, signed Parish Verification form may be used by families enrolling children in more than one school (see list of eligible schools and parishes on page 2 or go to [www.diometuchen.org/tuition-assistance](http://www.diometuchen.org/tuition-assistance) to view a list or print the form).
- **All families must submit a completed, signed Parish Verification Form to each school their child/ren plan to attend or their FACTS online application will not meet the eligibility requirements for Diocese of Metuchen School Financial Aid and will not be processed.**

### APPLICATION

#### Required documents include:

- Copies of your 2023 Federal Income Tax Return Form 1040 (as filed with the IRS) for the applicant and co-applicant, including all supporting tax schedules;
- Copies of all 2024 W2 and/or 1099 forms for both you and your spouse or co-applicant; and
- Copies of documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

#### Documents must be:

- Scanned or photographed with a Smartphone and uploaded directly to your application.
- **FACTS Grant & Aid does not accept documents sent by FAX or Email.**

### ADDITIONAL INFORMATION

- If you are applying to a Diocese of Metuchen school, your application will automatically “opt in” to the Hope through Education Scholarship Program online application process. If you meet the eligibility requirements for both Programs you will be considered for either Diocesan Financial Aid or a Hope through Education Scholarship
- For general questions about the application, contact a FACTS Customer Care Representative at 866.315.9262.



## DIOCESE OF METUCHEN

DIOCESE OF METUCHEN – SCHOOL FINANCIAL AID  
2025-2026 SCHOOL YEAR  
REQUIRED PARISH VERIFICATION FORM

By signing below, the Pastor of a Roman Catholic Church in the Diocese of Metuchen is confirming that the Elementary/High School applicants/s listed on this form are registered in and attend his parish, thereby meeting the parish verification requirement for Diocese of Metuchen School Financial Aid.

Parents – you must complete this form, sign it, obtain your Pastor’s signature, and return it to the Diocesan school/s where your child/ren will be enrolled. If your children attend more than one Diocese of Metuchen school, you may copy the completed, signed form for any additional school/s. Forms must be signed by the Pastor and Parent/Guardian and submitted to the school/s **by no later than March 31, 2025.**

All eligibility requirements and a list of eligible schools and parishes can be found on page 2 of this form and on the Diocese of Metuchen website at [www.diometuchen.org/tuition-assistance](http://www.diometuchen.org/tuition-assistance).

ALL APPLICANT FAMILIES MUST:

- Complete an online application through FGAA (one application/family) – <https://online.factsmgmt.com/aid>;
- Submit a completed, signed Parish Verification Form to the school/s their child/ren will attend **by March 31** (please list all children attending a Diocese of Metuchen School, and the name or names of the schools they are attending); and
- **YOUR ONLINE APPLICATION WILL NOT BE CONSIDERED WITHOUT THIS FORM** – ALL INFORMATION BELOW IS REQUIRED. MAKE ONE COPY OF THE COMPLETED FORM FOR EACH ADDITIONAL SCHOOL.

Parent/Guardian:

\_\_\_\_\_  
(Print Name) (Signature)

Student Names and Schools (Please Print)

Student Name/s: \_\_\_\_\_

School/s: \_\_\_\_\_

Pastor:

\_\_\_\_\_  
(Print Name) (Signature)

Parish Name: \_\_\_\_\_  
(Name of Roman Catholic Church in the Diocese of Metuchen)