



# Apply Online Today!

- **Step 1:** Navigate to your institution's website to complete the online application
- **Step 2:** Submit your Federal Form 1040 Income Tax Return, W-2 forms, and supporting documentation for non-taxable income to FACTS. You can upload documents by logging into your online account or fax them to 866-315-9264. Draft or Preview Copy tax documents will not be accepted.

**Please allow at least 2 weeks for your application and supporting tax documents to be processed before contacting FACTS.**

## **Who decides how much financial aid I will receive?**

The educational institution granting aid is solely responsible for determining the final award. The analysis completed by FACTS Grant & Aid Assessment serves as a recommendation only.

## **Why do I have to provide this personal and confidential information?**

FACTS Grant & Aid Assessment must verify your expenses and household income to assist your institution in making an informed decision about the amount of financial aid needed for each family.

## **How can I check the status of my application?**

Once you have completed the online application, you will be able to log on to [online.factsmgmt.com](http://online.factsmgmt.com) to check the status of your application.

Application deadlines are set by the school or institution awarding the scholarships. If you are applying after a given deadline date, please contact your school or institution to ensure that your application will be accepted.

**Customer Care Representatives are available Monday through Thursday from 7:30 a.m. to 7:00 p.m. Central Time and Fridays 7:30 a.m. to 5:00 p.m. Central Time.**



## **FACTS Grant & Aid Assessment**

[www.factsmgmt.com](http://www.factsmgmt.com)      866.441.4637      Fax: 866-315-9264  
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