



Dear Parents and Guardians:

Anyone needing tuition assistance must follow the following steps to qualify for help for next year. Please contact the school with any questions.

STEP ONE - REGISTER FOR SCHOOL

- If you are new to our school please register here:
<https://www.saintalphonsusschool.com/admissions>
- Returning students please re-register for next year on the website:
<https://www.saintalphonsusschool.com/parent-portal/>
- Pay the registration fee of \$200 per family online or in the school office.

STEP TWO - APPLY FOR FINANCIAL AID

- **Registration with Empower Illinois:** On **February 27 at 7 p.m.**, please go to <https://empowerillinois.org/> and complete a brief online form with your name and contact information, child's name and preferred school – Saint Alphonsus Liguori School.
- The goal of this step is to fulfill the **first come, first served** nature of the application. Every registration form will be time stamped and will determine each family's place in line to complete the application. You will be able to access the registration page of Empower Illinois' website from a computer or mobile device.
- **Application:** After each family reserves their place in line by completing the registration form, families will be emailed a unique link to complete the actual application. The application links will be sent on a rolling basis, over a few weeks, so families should not be alarmed if they do not receive a link immediately. ***Please watch your emails for this link.***
- **Submission of documents:** After receiving the application email, families will have **three days** to complete the full application and submit all required documents to Empower Illinois online at a time that is most convenient for them.
- **If you need help:** To help families, Empower Illinois will provide application support through their website and phone helpline ([855.318.1222](tel:855.318.1222)).

It is important to note that scholarships will still be awarded on a first come, first served basis. As mentioned above, Step one of the application process will determine each family's place in line, so it's important that families complete the form as soon as possible on Tuesday, February 27.

- **DOCUMENTS NEEDED FOR APPLICATION**

- Based on what we know today, families will need the following documents in order to apply for a tax credit scholarship:
 - Copy of 2016 federal tax return or 1099, W-2 or year-end pay stubs
 - Proof of Illinois residency (driver's license, state ID or utility bill)
 - Documentation of student age (birth certificate, federal/state ID or passport)
 - A letter of acceptance or enrollment at an eligible, participating, non-public school (will be provided)

DATES TO KNOW

- Applications for financial aid through FACTS will not be accepted until March 1, after the tax credit scholarship process is completed. If you apply for a tax credit scholarship, you do NOT need to apply for financial aid through FACTS unless denied by the tax credit scholarship process.

SCHOLARSHIP AMOUNTS

- Your family could receive a scholarship that covers up to 100 percent of tuition and eligible fees for next school year.
- See the chart below that shows how much you could receive to cover tuition based on your income for a family of four.

Household Income Per Year (Family of Four)	Eligible Scholarship Amount
Less than \$45,510	100 percent of tuition
\$45,510-\$61,500	75 percent of tuition
\$61,500-\$73,800	50 percent of tuition