Application Instructions

1. Go to \textit{online.factsmgt.com/aid}.

2. Create an account by setting up a username and password with your information.

3. Select the \textit{2020-2021 term}.

4. Review the FACTS platform information. Please note, the $35 application fee for the Building A Brighter Future Scholarship will be waived upon emailing \texttt{scholarship@dor.org} near the end of the application process.

5. Select \textit{Begin Application}.

6. Click \textit{Add School / Organization}.

7. Type in the search box \textit{Building a Brighter Future Scholarship}. Select the checkbox and click \textit{Add}.

8. Click \textit{Save & Continue} to proceed with completing the application.

   1. \textbf{Under the STUDENT section of the application:}
      
      \begin{enumerate}
      
      \item \textit{Enter students grade level for 2020/2021 School Year}
      \item \textit{Enter $1 in the box for: Tuition}
      \item \textit{Enter $1 in the box for: How much of this child's tuition can you and/or the co-applicant pay?}
      \item \textit{Enter $1 in the box for: Annual tuition support required from this child's non-custodial parent as a result of legal separation, etc.}
      \end{enumerate}

9. Continue completing all application sections.
10. The **ADDITIONAL QUESTIONS section** will prompt you to email scholarship@dor.org with a short message to request the application fee to be waived. Copy and paste the email messaging provided in the application to get your email request started.

11. Await a return email regarding the waiving of your application fee. Expect a response within 1-business day of your initial email.

12. Upon receipt of a return email, continue finalizing the application by uploading your tax documents and reviewing your submission.

13. A Department of Catholic Schools representative will be in contact with you regarding your Building A Brighter Future Scholarship application and next steps with the school at which your new student(s) may be enrolled.