

## Knoxville Regional Catholic Schools Operating Fund (KRCOSF)

September 14, 2018

Dear Parent(s) or Guardian(s):

The Knoxville Regional Catholic schools use an online system for determining tuition support, the FACTS Management online application. This computer analysis adds an additional look at how to size up our different families' needs. We have limited funds and are making every effort to help as many families as is financially possible. The application will be available **October 1, 2018**.

For the 2019-20 school year, you need to **fill out an online application** and **submit documentation** (all pages of your 2017 tax return, your W2 or 1099, your **signed** stewardship form, and a recent month's proof of **current** income) to FACTS. There is a **\$30 fee** to apply for tuition support which is paid online after you have filled out the application. (If you do not have access to a computer, please contact me.)

You can reach the application at this link: <https://online.factsmgmt.com/aid>. At this point, you will create an account or, if you already have a FACTS payment account, you may use that to sign-on.

If you have any questions during the application process, please contact me at [lcrawford@dioknox.org](mailto:lcrawford@dioknox.org). In addition, Maria Zevallos is fluent in Spanish and you may reach her at [mzevallos@dioknox.org](mailto:mzevallos@dioknox.org). Furthermore, there is a **24-hour FACTS Parent Hotline** which you can call (866-441-4637) if any issues arise while filling out the application. (**Also available in Spanish**).

Once you have **filled out this application, sent in ALL the necessary documentation and paid the fee**, you will be contacted to meet with either myself, Maria or one of the other evaluators. These **mandatory interviews** will take place at 813 S. Northshore Drive, Suite 201B; please note this location is the same as last year. This will be your opportunity to tell us why tuition support is necessary for your family and to explain any unusual circumstances that may keep you from being able to pay the full amount of tuition. Please bring the past month's pay stubs for you and your spouse, and if you have received your 2018 W-2 by the scheduled interview time, please bring a copy of that too. If you were interviewed in person last year, your interview may be conducted by phone this year.

Recommendations for tuition support can only be made **after** all of these actions have taken place. Tuition support is awarded after careful review of your family's financial circumstances. An application for support does not guarantee that such support can be granted. Families should apply for each new school year; *tuition support cannot be renewed automatically each year.*

**The deadline for the first round of tuition support is Friday, November 30, 2018.** Please make every effort to meet this deadline, as there are not as many funds available for those who miss this deadline and apply later.

Again, feel free to contact me with any questions. Thank you for your commitment to giving your child the best possible education, a Catholic education.



Linda Crawford  
Program Manager Knoxville Region Catholic Schools Operating Fund  
KRCOSF Evaluators: Georgia Bacon, Lisa Maki and Maria Zevallos

