

## Knoxville Regional Catholic Schools Operating Fund (KRCOSF)

October 9, 2020

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 perspective on how to evaluate our different families' needs. While funds are limited, we will make every effort to help as many families as is financially possible. The application will be available **October 19, 2020**.

For the **2021-22** school year each applicant will need to **complete an online application and submit ALL documentation at the time of application to FACTS (all pages of the applicant's 2019 tax return, W2 or 1099, the applicant's signed stewardship form, a recent month's proof of current income or letter from employer, and most recent billing statement from school/s)**. There is a **\$35 fee** to apply for tuition support which **MUST BE** paid online before the online application will be accepted by FACTS. (If the applicant does not have access to a computer, please contact me.)

The application can be obtained at this link: <https://online.factsmgmt.com/aid>. At this point, the applicant will create an account or, if he/she already has a FACTS payment account, the applicant 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 **completed 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 The Chancery, 805 S. Northshore Drive; please note this location is different from last year. This will be your opportunity to further explain your family's need for tuition support and to detail any unusual circumstances that may prevent you from being able to pay the full amount of tuition. Please bring with you, if you have already received your 2020 W-2/1099 by the scheduled interview time, 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 tuition support is Friday, December 18, 2020. You MUST have your application and ALL SUPPORTING DOCUMENTS submitted by that date to meet the criteria for tuition support!** There may not be funds available for those who miss this deadline and apply or send initial documents later than December 18. 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, Maria Zevallos, Mark Bucco

