

**John Lancaster Spalding Scholarship Fund Assistance Application & Award  
Protocols and Procedures 2012 - 2013**

**PROTOCOLS:**

- A family applying for Spalding Scholarship assistance must be an active member in good standing of a parish in the Catholic Diocese of Peoria.
- The student[s] for whom the aid is being sought must be enrolled [or be seeking to be enrolled] in grades K through 12 in a Catholic school located in the Diocese of Peoria.
- All scholarship assistance will be based on a family's financial need objectively assessed: The diocese will use FACTS Grant & Aid Assessment Services to determine financial need.
- All scholarship assistance will also be dependent upon the recommendation of the pastor that the family is an active member of the parish in good standing and the recommendation of the principal for students currently enrolled indicating that the student is in good standing with the school.
- If a student changes schools during a school year, tuition assistance grants will follow the student as long as the student is enrolled in and in good standing in a Catholic school in the Catholic Diocese of Peoria and the family is a member in good standing of a parish in the Catholic Diocese of Peoria. The original award will be adjusted for need in relationship to the tuition of the new school.
- All awards are for one school year only. Awards may be renewed, but a family must apply for Spalding Scholarship assistance each school year.
- The number of Spalding Scholarship grants and the amount of each grant for the school year will be dependent upon the funds available and the size and need of the applicant pool. However, the amount of any grant awarded for the 2012–2013 school year will not exceed 60% of the assessed need.
- Payment of Spalding Scholarship Grants will be made twice a year directly to the Catholic school a student attends. These grants will be applied to the family's tuition obligation after the family's obligation has been met to date.

**PROCEDURES:**

- Families interested in applying for tuition assistance from the Spalding Scholarship Fund must complete a **FACTS Grant & Aid Application Form**. This form may be completed online. Filing online is the fastest and most direct method of submitting the **FACTS Grant & Aid Application Form**. Information about submitting online is available at [www.factstuitionaid.com](http://www.factstuitionaid.com). A family may also obtain a printed copy of the **FACTS Grant & Aid Application Form** from the school that their child attends or will attend, and complete it according to directions.
- Families interested in applying for tuition assistance from the Spalding Scholarship Fund are also to obtain the **diocesan application form** from the school or online at [www.cdop.org](http://www.cdop.org) Click on Education, then on Office of Catholic Schools, and then on Spalding Scholarships. The completed diocesan application form is then to be submitted to the Office of Catholic Schools either by mail [419 NE Madison Ave., Peoria, IL 61603] or by e-mail [catholicschools@cdop.org](mailto:catholicschools@cdop.org).
- **All forms must be submitted by February 15, 2012:** Completed FACTS forms, the fee (\$25), and any supporting documents are to be filed with FACTS according to their directions either by mail or online, and completed diocesan application forms are to be submitted to the Office of Catholic Schools either by mail or online.
- Families must also request of the pastor and the principal that a **recommendation** be submitted by each for their child[ren] to the Office of Catholic Schools by **February 15, 2012**.
- The application process is complete only when the diocesan application form and both recommendations have been submitted to the Office of Catholic Schools and when a completed parent financial aid form with the required supporting documents and the fee have been submitted to FACTS. **Only completed applications which include supporting documents submitted on or before February 15, 2012, will be considered when Spalding tuition assistance grants are determined.**
- All entities in the diocese awarding tuition assistance will use the FACTS form, so a family will only have to complete this form once.
- Tuition assistance grants will be announced by **April 15, 2012**.