



**St. Francis of Assisi Catholic School**  
4556 Telegraph Road | St. Louis, MO 63129

**Director of Operations & Finance**  
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## **ST. FRANCIS OF ASSISI CATHOLIC SCHOOL FINANCIAL ASSISTANCE PROGRAM POLICIES AND GUIDELINES**

**ALL REQUESTS FOR FINANCIAL AID AND ALL APPLICATION INFORMATION FURNISHED WILL BE HELD  
IN STRICT CONFIDENCE**

### **PURPOSE OF FINANCIAL ASSISTANCE PROGRAM**

The St. Francis of Assisi Financial Assistance Program is available to provide temporary financial assistance to the families of St. Francis of Assisi Catholic School students who have recently experienced a substantial life changing event that significantly impacts the family's ability to continue their child's education at SFA. The Program is available to assist active members of St. Francis of Assisi Parish, then other currently enrolled SFA families.

### **SOURCE OF FUNDS**

The funds used for financial assistance come from the generosity of parishioners towards our Francis Fund.

### **ELIGIBILITY**

Eligibility for this program will be based upon:

1. A currently enrolled and/or accepted SFA student;
2. Documented financial hardship based on the completed applications to:
  - Today & Tomorrow Foundation application at [www.ttef-stl.org](http://www.ttef-stl.org), including all required supporting documents;
  - A completed FACTS Financial Assistance Application at [https://sfa-mo.client.renweb.com/pw/;](https://sfa-mo.client.renweb.com/pw/) \_\_\_
3. Evidence of active participation in St. Francis of Assisi Parish and/or school activities, including a sincere willingness to share time and talents with the Parish and school.

**VERY IMPORTANT:** In order to qualify for a grant from St. Francis, you **MUST** first apply for financial aid with the Today & Tomorrow Foundation. No parish aid will be considered without applying with the Today and Tomorrow Foundation first.

### **POLICIES**

1. All financial assistance is based on the family's ability to pay. Funds received are considered as financial assistance as opposed to scholarships.



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2. Varying amounts of financial assistance may be awarded as determined on a case by-case basis by the Parish Finance Committee and the Pastor. Family data provided to the Finance Committee is made anonymous.
3. Financial assistance will be evaluated utilizing, among other criteria, the following guidelines:
  - ❖ Recommendations from applicable TTEF service (or other tools);
  - ❖ Families demonstrating clear sacrifice in their choice of a SFA education;
  - ❖ Documentation of continuing hardship not yet resolved;
  - ❖ Demonstration of meeting the volunteer service guidelines; and
  - ❖ Consideration with regard to the impact of disrupting a child's near term completion of a SFA graduation.
4. Financial assistance is made in the form of a credit to the family's account and not in the form of a cash payment. Financial assistance funds cannot be used to offset bad debts.
5. Financial assistance is given on the tuition balance after any applicable discounts.
6. Every family receiving financial assistance will pay remaining portions of tuition and fees through FACTS pursuant to the applicable payment policies.
7. Only tuition is eligible for financial assistance. Fees are not eligible.
8. From time to time, the Pastor may request additional information regarding an application and reasonable efforts should be made to provide such.
9. The students and families receiving financial assistance are required to maintain the eligibility criteria described above, a failure in which may result in the cessation of financial assistance.
10. Students receiving financial aid are expected to maintain satisfactory progress and conduct throughout the scholastic year, and students and families are required to adhere to all SFA policies and guidelines.
11. Financial assistance is not available for preschool.
12. If during the school year a family becomes financially able to pay SFA tuition and fees without financial assistance, the family must notify SFA that they are able to pay the full tuition.

## **REQUESTS FOR EMERGENCY ASSISTANCE**

Requests for financial assistance must be completed by the scheduled dates prior to the beginning of the academic school year. However, unplanned financial hardships may occur, including but not limited to job loss, separation or death of a spouse, unusual medical expenses, etc. When these special circumstances occur, they must be documented in writing, along with the FACTS financial aid application, and sent to the St. Francis of Assisi Business Manager for consideration.



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Upon receipt of a request for emergency assistance, the Pastor will review the request. If assistance is awarded, the assistance may include financial assistance, an extended payment schedule, or other assistance as necessary and reasonable.

Emergency financial assistance is temporary and will be granted only for the present school year. If a hardship continues, additional financial assistance can be sought in the same manner as all other requests for financial assistance for the following school year.

### **APPLICATION PROCEDURE**

All applicants for St. Francis of Assisi aid **must** first apply for aid through the Today & Tomorrow Educational Foundation aid (Alive in Christ, Catholic Family Tuition Assistance, Beyond Sunday, etc.).

Once that application is complete, families will need to submit their request for St. Francis aid through the FACTS portal at <https://sfa-mo.client.renweb.com/pw/>. (Note that this link can also be found at our website [www.sfastl.org](http://www.sfastl.org).) Sign in with user name and password and click "Start Application." If you don't already have a user id and password, you will need to create one. If you have any questions, please call the FACTS customer service line 1-866-441-4937. There is a fee of \$30 (1 application per family).

**\*\*\*\*\*You must apply for St. Francis of Assisi financial aid by April 1, 2020\*\*\*\*\***