

## Diocesan Financial Aid Application Procedures

- Applications are accepted online through FACTS as of January 1, 2026 for the 2026-2027 school year. Any applications submitted prior to January 1, will not be processed. **Please note:** Financial Aid is awarded on a first come- first serve basis so it is imperative to submit your application in a timely manner. A completed application is not a guarantee of assistance.
- To apply online, log on to <https://online.factsmtg.com/aid>
- Returning users, enter your username and password. New users, click Register.
- Be sure to send FACTS your 1040 Income Tax Form for 2025 and your W-2 statement(s) for 2025. Please note: **If you choose the “I do not file” field, you will be required to submit documentation of income.**
- Currently there is a **\$45.00** fee to apply for financial aid. Your application is not complete until all documentation is received and the fee is paid. **Please note:** FACTS can take up to four weeks to process your application.
- Once you have completed the application, please do not make any changes before contacting the Diocesan Financial Aid Office.
- Completed FACTS applications will be processed by the Diocesan Financial Aid Office in rounds occurring in March, April, and May 2026. Once FACTS has verified your application, the Diocesan Financial Aid Office will review each application to determine eligibility; acceptance/denial letters or emails are then emailed to families.
- Applications for the 2025-2026 school year will be accepted in FACTS until April 30, 2026 or until funds have been depleted. Any completed applications submitted for returning families after this date will not be processed without a documented reason received prior to this date. Please communicate this to your families several times. The exception to this process would be new students that need assistance; they have until the beginning of the new school year complete the application. The school must send these names to [financialaid@diospringfield.org](mailto:financialaid@diospringfield.org).

**If you have any questions about the Diocesan Financial Aid Application Requirements or Procedures, please don't hesitate to call the Diocesan Financial Aid Office at 413.568.5692. Ask for Julie Fregeau.**