



# Save Time... Apply Online

Applying online is the fastest and most direct method of submitting your application. It allows your institution to view your application electronically within minutes of submission.

***Apply online at [www.factstuitionaid.com](http://www.factstuitionaid.com).***

**Step 1: Select Applicant Sign In**

**Step 2: New Users select Create an Account  
OR**

**Returning Users enter their existing  
Username and Password**



If you have forgotten your username or password, click on the [Trouble signing in?](#) link to retrieve your existing username and password. If you are unable to retrieve your username and password continue as a New User and click on Create an Account.

Once you have signed in, you will have the ability to complete the FACTS Grant & Aid Assessment application online.

After completing the online application you will need to mail or fax all the supporting documentation. The tax documents needed to verify your application are listed on the FGAA Checklist that is found online or in the paper application.

Please allow 2 to 4 weeks for your application and supporting tax documents to be processed. We are unable to verify receipt of documents until they are scanned into our system, which takes approximately 2 to 3 business days. Faxed or copied applications will not be accepted. It is recommended that you keep a copy of your application for your records..

Application deadlines are set by the school or institution awarding the scholarships. If you are applying after a given deadline date, please contact your school or institution to ensure that your application will be accepted.

NOTE: Award decisions are not made by FACTS, but by the organization providing the scholarship.

**Customer Care Representatives are available Monday  
through Thursday from 10:00am to 7:00pm Central Time  
and Fridays 10:00am to 5:00pm Central Time.**



**GRANT & AID ASSESSMENT**

www.factsmgt.com - 866-315-9262 - e-mail: [info@factstuitionaid.com](mailto:info@factstuitionaid.com)  
fax: 866-315-9264 - PO Box 82524 - Lincoln, NE 68501-2524  
To apply online: [www.factstuitionaid.com](http://www.factstuitionaid.com)



# FACTS Grant & Aid Checklist

## Don't forget to send the following:

- Payment of the \$25.00 nonrefundable application fee. (If payment was submitted online, please disregard).
  - Signature required for paper applications only. Paper applications received without a signature will not be processed.
  - Copy of 2010 IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return. If applicant and co-applicant file separately, we require both tax returns for the same tax year.
  - Copies of all 2010 W-2 Wage and Tax Statements for both the applicant and co-applicant. NOTE: If you are applying before you have received all the 2010 W-2 Wage and Tax Statements, please submit them as soon as they become available.
  - Copies of all supporting tax schedules if you have income from any of the following\*:
    - Business – (Form 1040 Line 12) Attach Schedule C or C-EZ and Form 4562 Depreciation and Amortization
    - Farm – (Form 1040 Line 18) Attach Schedule F and Form 4562 Depreciation and Amortization
    - Rental Property – (Form 1040 Line 17) Attach Schedule E (page 1)
    - S-Corporation – (Form 1040 Line 17) Attach Schedule E (page 2), Form 1120S (4 pages), Schedule K-1 and Form 8825
    - Partnership – (Form 1040 Line 17) Attach Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
    - Estates and Trusts – (Form 1040 Line 17) Attach Schedule E (page 2), Form 1041 and Schedule K-1
- \*IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your 2010 Federal Form 1040 Tax Return.
- Copies of all supporting documentation for household Non-Taxable Income such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF).

**Please allow 2 to 4 weeks for your application and supporting tax documents to be processed. We are unable to verify receipt of documents until they are scanned into our system, which takes approximately 2 to 3 business days. Faxed applications will not be accepted. Application deadlines are set by the school or institution awarding the scholarships. If you are applying after a given deadline date, please contact your school or institution to ensure that your application will be accepted. It is recommended that you keep a copy of your application for your records.**

**NOTE:** Award decisions are not made by FACTS, but by the organization providing the scholarship.