

Tuition Scholarship Program Application Tips

Tip 1: All questions on the application marked with an asterisk (*) will have to be answered, even if it is a zero, they cannot be skipped.

Tip 2: Many times, you will need to “Save and Continue” to proceed – this button is at the bottom of the page – you need to scroll down to see this button. You can also “Save and Exit” and the application will save your place for when you return.

Tip 3: If you see a blue question mark by the question/answer box, you can click on it for helpful information related to the question.

Tip 4: Get a free scanner app on your mobile device (for example, CAMSCANNER or check your mobile device’s app store). You can take a picture of your document, upload it and save it as a PDF. Then, you send it you yourself via email/upload to your computer or upload to a drive (Google Drive, iCloud, OneDrive, Drop Box, etc.) on your mobile device. From either of those, you can easily upload the documents to your FACTS application. Uploaded documents for your application can be in a PDF or JPEG format. Another option is to simply take a photo of your document and upload the picture directly to the application from your phone.

Tip 5: You can review or update your application online by logging into your FACTS account and clicking “View Form”. The “Review” section has a print button if you would like a physical copy of your application.

Tip 6: After submitting your application, please log-in to FACTS and check your application status; you may need to submit additional documents. **Your application is not complete, until it says COMPLETE at the top.**

Tip 7: If you need any assistance navigating your FACTS account or help with the application, please contact FACTS at 1-844-649-2921.

***Reminder* - If you already submitted or applied for financial aid with FACTS with another school or scholarship program for the upcoming school year and would like to add the Augustine Educational Foundation to your application:** You will do one of two things, depending on if you have submitted your application or you have applied/not submitted your application.

Submitted your Application: You will need to update your FACTS financial aid application to include the Augustine Educational Foundation. Log-in to your existing financial aid application with FACTS. Once you log-in, access your Application Summary. On the Application Summary, click on View Form to go into your submitted application. Go to the School Section, click on Add School/ Organization and search for Augustine Educational Foundation by name or by the zip code 96744. Once you have added Augustine Educational Foundation to the School Section, then you will need to go to the Student Section. Check the box for Augustine Educational Foundation under each student you are applying for. Once you save that information, you will need to answer any additional questions on the application related to the program. Incomplete section will appear with a **red X** next to it. Complete all sections, then save the application to submit it for consideration.

Applied, but have not Submitted your Application: You will need to update your FACTS financial aid application to include the Augustine Educational Foundation. Log-in to your existing financial aid application with FACTS, go to the School Section and search for Augustine Educational Foundation by name or by the zip code 96744. Once you have added Augustine Educational Foundation to the School Section, then you will need to go to the Student Section if it has been completed, if not, proceed with the application from where you left off. In the Student Section, check the box for Augustine Educational Foundation under each student you are applying for. Once you save that information, you will need to answer any additional questions on the application related to the program. Incomplete sections will appear with a **red X** next to it. Complete all sections, then submit the application for processing.