

## UPDATED TIME LINE

NOW DUE: **Monday, April 16, 2018**

Dear Parents,

The school has just been notified from the Office of Catholic Schools that families applying for the Archdiocese of Detroit Tuition Assistance Grant have additional time to obtain their pastor's signature. It is important to note that this year there is a different process for submitting the pastor's signature form. All pastor's signature forms must be submitted to the school.

There are two steps to this process:

1. Submit the Pastor Signature form to Mrs. Laureen Hussey our MCES Finance Director, she will collect your Pastor signature, please get this form to her as soon as possible.
2. Submit the online application form by April 16. This is the website that you will use to apply for aid: [www.online.factsmgt.com/aid](http://www.online.factsmgt.com/aid)

**To ensure all applications are able to be reviewed by the Archdiocese of Detroit, you must have the application process complete and have the pastor's signature sheet to the Finance Director by Monday, April 16, 2018.**

### **Important Facts and FYI's**

- Application must show "Complete Status" and the Pastor's Signature Sheet must be checked in by the school on or before April 16, 2018 in order to be reviewed for the Archdiocese of Detroit Tuition Assistance.
- To have a "Complete Status" the following steps must be completed:
  - Open the Application
  - Establish his/her I.D.
  - Fill out the Application
  - Submit Payment
  - Submit Application
- Applicants who are filing for a tax extension should read the information in the Parent Information Sheet regarding this process.
- If you have children who attend more than one school, it is only necessary for you to have one school check in your pastor's signature sheet. It would be helpful if you gave the other schools a copy.

We apologize for any confusion or inconvenience this may have caused our families. If you have any questions or concerns, please contact Laureen Hussey, Finance Director, at (734)241-6335.