

## **Tuition Assistance Application Procedures**

*Assistance is granted based upon financial need.*

*Applications must be completed even if you received assistance for a prior academic year.*

*The Frisch application must be completed in its entirety in order to apply for assistance.*

**The deadline for applying for financial assistance for the 2017-2018 academic year is April 24, 2017. All applications submitted and completed after that date will require the payment of a \$100 fee.**

All of the following steps must be completed by the deadline in order to render your application completed and ready for review:

1. Complete an online FACTS application at <https://online.factsmgt.com/signin/3FL9X> (see below for detailed instructions to complete online application).
2. Complete the school's [Supplemental Application for Tuition Assistance](#).
3. A Form 4506-T, Request for Transcript of Tax Return (attached to the Supplemental Application).
4. Submit all statements and documents listed in section 2 of the Supplemental Application.
5. Submit, through FACTS, signed copies of your 2016 Federal Income Tax return as filed, including all W-2s, schedules and attachments plus any/all business returns, if applicable, for the applicant and co-applicant. Although the IRS may permit individuals or businesses to file tax returns until October 2017, your application will not be reviewed without receipt of all of the aforementioned items.

Upon receipt of your completed application and all required documentation, the Scholarship Committee will review your application and render a decision which will be communicated to you by mail.

**The resources for scholarship awards are limited. Please note that applications will be considered on a first-come-first-served basis.** The Frisch School cannot guarantee scholarship funds will be available to applicants who do not comply with the April 24, 2017 deadline.

If one parent of a child is completing an application for financial assistance, it is required that the other parent also complete the entire application. Failure to adhere to this will result in an obligation to pay full tuition. As a party not represented in divorce proceedings, The Frisch School is not bound by such agreements. Therefore, agreement to the assignment and/or allocation of financial responsibilities as stipulated in such agreements will be at the sole discretion of The School.

### **FACTS On-Line Application and Financial Data Submission Process**

Logon to <https://online.factsmgt.com/signin/3FL9X> and complete the on-line application.

- New Applicants
  - Create a User ID and Password (save your User ID and Password in a secure place for future use)
- Returning Applicants
  - Enter your ID and Password (If you do not remember your ID or Password from last year, follow the instructions on-line to have it sent to you via e-mail or call FACTS Grant and Aid department at 1-866-315-9262)
- All applicants
  - Submit personal, and where applicable, business financial data including all tax forms and schedules and W2 forms. Frisch requires the completion of IRS Form 4506T by the applicant(s).
  - Submit all financial data (tax documents, etc) to FACTS via fax to 1-866-315-9264 or upload through <https://online.factsmgt.com/signin/3FL9X> or mail to PO Box 82524, Lincoln, NE 68501-2524. **(DO NOT FAX YOUR TUITION ASSISTANCE APPLICATION!)**

**For any questions or assistance in the tuition assistance application process please contact the Business Office at 201.267.9100 x502 or email [Russell.Moskowitz@frisch.org](mailto:Russell.Moskowitz@frisch.org)**

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