

**FINANCIAL ASSISTANCE APPLICATION PROCESS**

Tri-unity Christian School uses the FACTS Grant & Aid Assessment process for conducting the financial needs of all of our families.

Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment.

Applicants can apply online by visiting the site at <https://online.factsmgt.com/signin/3Z4MK>. Once an online application has been completed, the following information will need to be sent to FACTS to complete the application process.

* Copies of this past year’s Federal tax forms, including all supporting tax schedules.
* Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers’ Compensation, and TANF.
* Copies of all supporting tax documents if you have business income/loss from any of the following:
	+ **Business** – send Schedule C or C-EZ and Form 4562 Depreciation and Amortization.
	+ **Farm** – send Schedule F and Form 4562 Depreciation and Amortization.
	+ **Rental Property** – send Schedule E (page 1)
	+ **S-Corporation** – send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825.
	+ **Partnership** – send Schedule E (page 2), Form 1065 (5 pages, Schedule K-1 and Form 8825.
	+ **Estates and Trusts** – send Schedule E (page 2), Form 1041 and Schedule K-1.

All supporting documentation can be uploaded in pdf format online.

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 current year 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). If you do not file a tax return, you are required to provide documentation of all income received.

All documentation received is imaged upon receipt and then destroyed. You may log into your FACTS user account to review the status of your application. Please allow 2 weeks processing time before inquiring further about receipt and/or status of the uploaded documents.

A non-refundable application fee of $35.00 is required by FACTS before your application can be submitted.

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 866-441-4637.

Thank you,

Brittany Zalenski

TCS Business Office

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