



# 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 [online.factsmgt.com/aid](http://online.factsmgt.com/aid).**

**A new & improved online application experience is now available on FACTS.**

Please be aware that you will be required to create an account on the new FACTS system. Usernames and passwords previously used to apply for aid are no longer valid when applying for tuition assistance.

- Select the "Create an Account" link to begin applying for aid as a first time user to the new FACTS system.
- If you have created an account on the new FACTS system to access the FACTS Payment Plan or other financial activity, you may log in with that information to begin applying for aid.

After completing the online application you will need to upload, fax or mail all the supporting documentation. The supporting documentation for household Non-Taxable Income and required Tax Return documents are listed on the FGAA Checklist that is found online. Draft or Preview Copy tax documents will not be accepted.

Please allow 2 weeks for your application and supporting tax documents to be processed before contacting FACTS.

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 7:30am to 7:00pm Central Time and Fridays 7:30am to 5:00pm Central Time.**



## FACTS Grant & Aid Assessment

[www.factsmgt.com](http://www.factsmgt.com) | 866.315.9262 | fax: 866.315.9264 | PO Box 82524  
Lincoln, NE 68501-2524 | To apply online: [online.factsmgt.com/aid](http://online.factsmgt.com/aid)



Documents/information that will be needed to complete the FACTS Grant & Aid application.

If you have questions when completing the application,  
please contact FACTS at 1-866-315-9262.

- Most recent Federal tax return
- Information about:
  - Child support received
  - Social Security information received that were NOT taxed, such as SSI benefits
  - TANF
  - Welfare/Aid for Families with Dependent Children (AFDC/ADC)
  - Food Stamps
  - Tuition Support anticipated from friends/relatives/employer
  - Worker's Compensation
  - Other nontaxable income (i.e. Clergy/Pastoral/Military Housing Allowance, Foster Care Allowance, VA Benefits, etc)
- Rent/Mortgage Monthly Expense (include principal, interest, taxes and home insurance)
- Second home monthly expenses (include mortgage payment, interest taxes and home insurance)
- Home equity monthly loan payments
- Vehicle information – make/model, year and monthly payment
- Total Credit Card debt and total of all minimum payments
- Student loan monthly payments
- Other Loan payments (not including cell phone, utilities, or other living expenses)
- Child Support monthly payments
- Health insurance monthly premiums and out of pocket medical expenses
- Annual vehicle insurance expenses
- Charitable contributions (cash/check)
- College expenses
- Child/day care expenses
- Elder Care expenses
- Value of cash, savings, checking accounts, stocks, bond investments, mutual funds, certificates of deposits, retirement plan assets (401(k), 403(b), and/or IRAs.
- Annual contribution to retirement plan assets
- Estimated value of home and second home
- Amount owed on home and second home

Please review the checklist for documents that must be faxed/mailed to FACTS Grant & Aid.

FACTS Grant & Aid Assessment  
PO Box 82524  
Lincoln, NE 68501-2524  
Fax Number: 1-866-315-9264