

**John Lancaster Spalding Scholarship Fund**  
**Protocols and Procedures**  
**2023-2024**  
**Deadline Date: April 28, 2023**

**PROTOCOLS:**

- A family applying for Spalding Scholarship assistance must be an active member in good standing of a parish in the Catholic Diocese of Peoria.
- The student[s] for whom the aid is being sought must be enrolled in good standing [or seeking to be enrolled] in grades K through 12 in a Catholic school located in the Diocese of Peoria.
- All scholarship assistance will be based on a family's financial need objectively assessed. The diocese will use FACTS Grant & Aid Assessment Services to determine financial need.
- All scholarship assistance will also be dependent upon the recommendation of the pastor that the family is an active member of the parish in good standing
- If a student changes schools during a school year, tuition assistance grants will follow the student as long as the student is enrolled in and in good standing in a Catholic school in the Diocese of Peoria and the family is a member in good standing of a parish in the Diocese of Peoria.
- All awards are for one school year only. A family must apply for Spalding Scholarship assistance each school year.
- The number of grants and the amount of each grant for the school year will be dependent upon the funds available and the size and need of the applicant pool.
- Payment of Spalding Scholarship Grants will be made twice a year directly to the Catholic school a student attends. These grants will be applied to the family's tuition obligation. It is anticipated that tuition assistance grants will be announced in early June 2023.
- If the student receives an Illinois Tax Credit Scholarship for full or partial tuition for 2023-2024, (qualifications and application information can be found at [www.empowerillinois.org](http://www.empowerillinois.org)), they are ineligible to receive a Spalding Scholarship, and any Spalding award previously granted for 2023-2024 will be rescinded.

**PROCEDURES:**

- Families interested in applying for tuition assistance from the Spalding Scholarship Fund must complete an online **FACTS Grant & Aid Application** at [online.factsmgt.com/aid](http://online.factsmgt.com/aid). **The application and required supporting tax documents must be received online by FACTS by the application deadline date of April 28, 2023.**
- The FACTS application, payment of the application fee, and any required supporting documents are to be transmitted online to FACTS according to their directions.
- Families must also request the pastor submit a recommendation to the Office of Catholic Schools verifying good standing in the parish.
- The application process is complete only when the pastor's recommendation has been submitted to the Office of Catholic Schools and when a completed parent financial aid application, required supporting documents, and the application fee have been uploaded and submitted to FACTS. **Only completed applications, which include supporting documents, submitted on or before the April 28 deadline will be considered when Spalding assistance awards are determined.**
- A Checklist of all steps to complete when submitting an application for a Spalding Scholarship is available at [www.cdop.org](http://www.cdop.org), under *Catholic Education* and then under *Financial Assistance*. Scroll to the bottom of the page and select the link to the forms.