



Dear PHCA Family,

FACTS Grant & Aid Assessment will be conducting the financial need analysis for Parma Heights Christian Academy for the upcoming school year. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by April 15, 2023. **The application fee is \$40, paid to FACTS when you submit your application.** You can apply online by clicking the FACTS Family Portal link at www.phcawarriors.com or as part of the enrollment process in FACTS Family Portal. Once an online application has been completed, the following information will need to be uploaded to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.
- Copies of your most recent W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation must be uploaded in pdf format online.

Please note the following procedures regarding tuition assistance at PHCA:

1. If you apply for assistance after April 15 and/or submit ALL supporting documents to FACTS after April 30, there will be a reduction of at least 10% of the recommended assistance.
2. Whether or not you received any assistance in the past, you are required to apply through FACTS now in order to receive a reduction in your tuition for the upcoming school year.
3. If you are granted assistance, you will be asked to volunteer with/at PHCA a minimum of 20 hours during the school year.
4. If an academic probation, disciplinary probation or other disqualifying event should occur, tuition assistance awarded will be reviewed for any necessary adjustments.

FACTS Grant & Aid Assessment will review your application and supporting documents and make a recommendation to PHCA. **The recommendation from FACTS will then be reviewed, and you will be notified of any assistance. You must FORMALLY ACCEPT assistance by signing the offer letter in order for it to be applied to your tuition for the upcoming school year.**

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 866.441.4637. If you have any questions about PHCA's process, contact Terri Jacobs at the Academy office at 440.845.8668.

Serving Christ in Education,

PHCA School Board

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