



40 north main avenue
albany, new york 12203
phone: 518.453.6602
fax: 518.453.6667

Dear Parent/Guardian,

FACTS Grant & Aid Assessment will be conducting the financial need analysis for the upcoming 2016-2017 school year. Families applying for the Beacon of Hope Scholarship Fund or the LALLY Financial Aid Program will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by April 15, 2016.

Applicants can apply online by clicking the FACTS link (<https://online.factsmgt.com/aid>) on your school website. Once an online application has been completed, the following information will need to be sent to FACTS in order to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.
- Copies of your 2015 W-2 forms for both you and your spouse.
- Copies of any supporting documentation and information required by FACTS.

All supporting documentation can be uploaded in PDF format online.

Documentation can also be faxed to 866-315-9264, emailed to info@factstuitionaid.com or mailed to the address below. **Please be sure to include the applicant ID on all faxed, e-mailed or mailed correspondence.**

FACTS Grant & Aid Assessment
P.O. Box 82524
Lincoln, NE 68501-2524

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

Sincerely,

Principal