

Flexible Tuition amounts are determined by the Tuition Assistance Committee using FACTS Grant & Aid Assessment. FACTS works with schools by assisting them to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.

**The deadline to complete the application is February 1, 2024. The deadline to have all required information uploaded to the FACTS site is February 22, 2024.** Families who meet the deadline will have their financial aid decisions mailed on March 8, 2024.

To apply for Flexible Tuition, visit <https://online.factsmgt.com/signin/3FR7W>. Sign in using your existing FACTS information or create your new online account. Once you complete the form, submit and pay the \$40 non-refundable fee.

After completing the online application, you will need to upload or fax all required supporting documentation by February 22, 2024. Uploaded documents must be in PDF format and the size of each document must be less than 20 MB. If you are unable to upload, fax the required documents to 866-315-9264. Please **do not** use your mobile device to photo copy required documents due to problems with legibility.

The following documents\* are required by February 22nd to complete the application process:

- Copy of your 2023 filed IRS Federal Form 1040, 1040SR or 1040-EZ U.S. Individual Income Tax Return plus all required schedules. If applicant and co-applicant file separately, we require both tax returns for the same tax year. **Do not send your State Tax Returns. Please upload W-2's once you receive them and before February 22nd; legally, your employer must mail by 31st of January.**
- Copies of all the 2023 W-2 Wage and Tax Statements for both the applicant and co-applicant. NOTE: If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available. 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 plus all required schedules.
- Copies of all supporting 2023 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
- 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.
- A cover letter that includes any other information which you feel will help the committee make its Flexible Tuition decision.

\*All documentation received is imaged upon receipt and then destroyed.

Please allow 2 weeks processing time from the date you provided the supporting documents. Incomplete applications will not be reviewed and will delay your Tuition decision. Please contact Edward J. Black at [EdB@jcdsboston.org](mailto:EdB@jcdsboston.org) with questions or concerns about the deadlines.

For assistance with the website, the application or uploading documents please contact customer service at 866-441-4637.