



**Diocese of Steubenville**  
**Office of Christian Formation and Schools**

422 Washington Street, P.O. Box 969  
Steubenville, Ohio 43952  
Phone: (740) 282-3631 Fax: (740) 282-3327

January 20, 2025

Dear Parent/Guardian,

This year, as in the past, we continue to rely upon FACTS Management Company to aid the Office of Christian Formation and Schools with how to best allocate financial assistance to families in need. For the 2025-2026 school year, FACTS shall be utilized to apply for tuition assistance from the Immaculate Heart Fund, AND to provide income verification for families also wishing to apply for assistance from Christ the Teacher Diocesan Scholarship Fund (CTDSF). The deadline to apply for either scholarship (or both) is the same...April 30, 2025. Please note: The Diocese will pay the \$45 application fee for each family, but this offer expires after the application deadline of April 30<sup>th</sup>.

Application procedures are slightly different for each scholarship in that an additional, simple one-page paper application form **MUST** be submitted to be considered eligible for a *Christ the Teacher Scholarship*. The paper form for CTDSF can be found on the Diocese of Steubenville website at <https://www.diosteub.org/ctdsf>.

- **Applications to the Immaculate Heart Fund**, a tuition assistance fund at the Diocesan level, are made simply by completing the FACTS Grant and Aide Application. IHF awards shall be utilized to fill the gaps in tuition for parents of Catholic school children not satisfied by other means, especially state sponsored scholarships. Immaculate Heart Fund awards are based upon the calculated need determined by FACTS, after consideration of a family's eligibility for state sponsored scholarships.
- **Applications to Christ the Teacher Diocesan Scholarship Fund**, an SGO independent of the diocese, but dedicated to providing support to families enrolled in diocesan Catholic schools, **is made by submitting the simple one-page application form** found on the Diocese of Steubenville website, as indicated above; AND by providing income verification (a state law requirement). Submitting the FACTS Grant and Aide application for the IHF will ALSO satisfy the income verification requirement for CTDSF.

To apply for tuition assistance from the Immaculate Heart Fund and/or verify income (for CTDSF) through FACTS Management Grant and Aide, families must use the On-Line application at [www.online.factsmtg.com/aid](http://www.online.factsmtg.com/aid).

Please be sure to complete all required fields in the application itself and submit all requested documentation. In the application, be sure to identify the correct school your child/children will be attending. It is extremely important that you also observe the April 30<sup>th</sup> application deadline, as missing this deadline will affect eligibility. Finally, once you have completed the application, FACTS may ask you to provide additional documentation to verify the information you have provided (FACTS usually requests this through the e-mail address indicated on the application). All required verification information must be received by FACTS no later than May 20<sup>th</sup>. Verification documents may be uploaded electronically (you will need to log into your application and then scan the requested documents), or you may choose to FAX them to FACTS as instructed. Applications that still have missing data or are missing requested verification information after May 20<sup>th</sup> may be considered ineligible for an Immaculate Heart Fund award.

If you need any assistance in completing the form or if you have any questions, be sure to contact the FACTS Applicant Service Center at 866-315-9262. If you have any questions for me, I am available at 740-282-3631, ex. 156.

Sincerely yours in Christ,

Deacon Paul D. Ward, Director  
Office of Christian Formation and Schools