

Christ the King Parish Ann Arbor School Subsidies Policies and Procedures

Purpose

Many families need and receive financial assistance for Catholic school tuition. The Diocese of Lansing believes a Catholic education should be available, accessible and affordable to any family that wants to provide their children with an authentically Catholic, academically rigorous education. To support that, Christ the King Parish provides financial aid to its parish families for Catholic schools and homeschooling. CTK awarded \$100,944 in scholarships for the 2024/25 school year.

Our scholarship program is a need-based assistance program. Need is determined by an independent, third-party service, FACTS, which makes its assessment based on family income and expense information. The FACTS application has a section that offers families the opportunity to list any changes in their financial situation, and these are also taken into consideration.

Eligibility Criteria

- The family must be members of Christ the King Parish Ann Arbor. Membership is defined as: 1. registration with the parish; 2. regular attendance of Sunday Mass at Christ the King three (3) times or more per month; and 3. regular financial support of the parish.
- School aid is available to CTK families for K-12 students in Catholic schools (including homeschool).
- Catholic school aid is only for tuition.
- Homeschool aid requests should specify the expenses for which aid is requested. (i.e.: books, CTK co-op tuition, etc.)
- Catholic school families must first apply to both the Diocese of Lansing and their school for aid.
- **The family must complete a [FACTS financial aid application online](#) on or before June 16, 2025.**
- The family must show a financial need as determined by FACTS.
- The family must request a specific amount of aid from Christ the King. This should be a specific amount pertaining to each student.
- All families receiving aid must agree to volunteer at least 20 hours for parish activities or events during the year.
- Aid will be awarded based on demonstrated need, and budgeted resources available.

Applying for Financial Aid

- **The deadline for applications is June 16, 2025.**
- If you have already completed the FACTS application for the Diocese of Lansing or a school, **you may login to your FACTS account and select Christ the King as an additional institution.** If you have not completed the FACTS application previously, you must create a FACTS account and complete the application to be considered for parish aid.
- Be sure to complete all the required fields, and submit all required documentation by the deadline.
- Applicants can complete the online form by clicking the FACTS link: <https://online.factsmgt.com/aid>
- All tuition and aid information will be verified with the schools and the Diocese.

About the FACTS application

- There is a \$35.00 fee payable to FACTS through their online application process. If you've already paid the FACTS fee this year, no additional fee will be charged.
- Once the FACTS online form has been completed, the following information will need to be submitted to FACTS:
 - Copies of your most recent (2024) Federal tax forms including all supporting tax schedules and W2's.
 - Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.
- All supporting documentation must be uploaded online through the FACTS online form.
- After awards have been determined, you will receive an email. If you received a grant, your school will be notified and the grant will be sent directly to your school in September of 2025.

If you have questions about the financial assistance process through FACTS, you may speak with a FACTS Customer Care Representative at 1-866-441-4637 or Christ the King's Director of Operations, Ken Bogan at (734) 929-0989 or by email: kbogan@ctkcc.net.

Additional information for homeschool assistance

- For the student's school, select either St. Augustine HEP or Christ the King Homeschool Group, whichever is applicable. Use the CTK Homeschool Group if your student does not attend a co-op in FACTS database.
 - The FACTS application will ask for the amount of aid requested.
 - Eligible homeschool expenses include homeschool cooperative fees, books, and other academic essentials.
 - Expenses not eligible for aid reimbursement: extracurricular activities, the cost of a family member teaching or tutoring a student, technology devices (computers, iPads, phones, printers, printer paper, ink cartridges, etc...), clothing items or other personal items, or other specialized equipment for extracurricular activities.
 - Aid will be distributed to families on a reimbursement basis, up to the amount of their grant award.
 - Receipts are required to receive reimbursement. A co-op invoice may serve as a receipt.
 - Receipts should be submitted with a completed CTK check request form. Forms are available at the parish office.
 - Co-ops can be paid directly instead of as a reimbursement. Please submit a copy of the co-op invoice and note the payment is to be made directly to the co-op.
 - Aid will be distributed to families twice during the school year, once in the fall and once in the winter. Fall semester requests are due September 12, 2024. Winter semester requests are due January 16, 2025.
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Frequently Asked Questions

- **What if my application is submitted after the deadline, am I eligible for financial aid?**
 - Applications received after that date are not eligible for assistance. All available aid will be awarded based on applications received by the due date.
 - **Do I have to complete separate applications for my children if they attend different schools?**
 - No, you submit one application per family. You list each student and the school they attend on one application. The Diocese of Lansing, each school, and CTK will receive your determination.
 - **What if I do not have access to a computer, and cannot complete the form online?**
 - Many schools will let you use a computer in their library; please contact your school directly for more information. There is also a computer in the parish center library that you may be able to use.
 - **What if I can complete the form online but I cannot upload or scan the documents?**
 - Many schools can help you upload the document. Contact your school office for more information. The parish center copier is able to scan documents. Please contact the parish office if needed.
 - **When will I know if I qualified for any financial assistance?**
 - You will receive notification from the parish after aid determinations are made. If you qualified for a grant, your school will also be notified of the grant amount.
 - **I did not qualify for any financial assistance from CTK, is there anything I can do to receive financial assistance?**
 - If it was determined that you did not show a financial need, and you still require financial assistance, you can contact your school directly for assistance. *There is no appeal process for the Christ the King grants.*
 - **What if I'm unsure if I should apply because I haven't decided whether or not to send my student to Catholic school?**
 - Apply to the school, the Diocese, and the parish for aid. If an aid application isn't received by the deadline, no financial aid will be available from the parish.
 - **I have other questions regarding tuition and financial aid, who do I contact?**
 - If you have questions about the Christ the King grants, please contact: Ken Bogan, Director of Operations, by email: kbogan@ctkcc.net or phone: (734) 929-0989.
 - If you have questions on the FACTS application please contact FACTS customer care at 1-866-441-4637.
 - If you have questions regarding tuition and financial aid from your school, please contact them directly.
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