



FACTS Application Guide

The Traveling School works with FACTS Grant & Aid Assessment to collect financial data so we can make accurate scholarship award decisions based on financial need. The Traveling School is solely responsible for determining the final scholarship award. The analysis completed by FACTS Grant & Aid Assessment serves as a recommendation only.

To apply with FACTS:

1. Go to: <https://online.factsmgt.com/signin/4HKHD>
2. Click on "Create a new account"
3. Follow the steps to create a new account
4. Once your account has been set up you will be directed to a welcome screen
5. Click on "Start Application" under the FACTS Grant & Aid tab
6. Follow the steps to complete your application
7. Be sure to answer all questions with as much detail as possible

A non-refundable application fee of \$35 is required before your application will be submitted.

After completing the online application, you will need to upload all required supporting documentation. If you are unable to upload, fax the required documents to (866) 315-9264.

* If you are a non-US citizen and do not have US tax documents, complete the application without uploading the supporting documents.

The following supporting documents are required to complete the application process:

- **2019 IRS Federal Income Tax Return**, including all supporting schedules. If applicant and co-applicant file separately, FACTS requires both tax returns for the same tax year.
- Copies of **all 2020 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.
- Copies of all supporting 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.

IMPORTANT: 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.

You may log in to your FACTS user account to review the status of your application. **Please allow 2 weeks processing time** before inquiring further about receipt and/or status of the uploaded or faxed documents. If you are applying after the deadline, contact The Traveling School to ensure that your application will be accepted.

If you have any questions about the FACTS application process and supporting documents, please contact a FACTS representative at (866) 441-4637 or inquiry@factsmgt.com.

If you have any questions about The Traveling School's need-based scholarship process or your personal financial situation, contact our office at (406) 586-3096 or program@travelingschool.com.