

Dear Emmanuel Christian Academy Financial Aid Applicant:

FACTS Grant & Aid Assessment will be conducting the financial need analysis for Emmanuel Christian Academy for the upcoming 2015-2016 school year. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment no later than May 1, 2015. After May 1, 2015, a majority of the monies available will have been distributed.

Applicants can apply online by clicking the FACTS Grant & Aid link on our school's website at www.ecaoh.com, or by going directly to <https://online.factsmgmt.com/signin/3XLBV>. Once an online application has been completed, the following information will need to be sent to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.
- Copies of your 2014 W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.
- \$30.00 application fee payable online during the application process.

All supporting documentation can be uploaded in pdf format online. Documentation can also be faxed to 866-315-9264 or mailed to the address below. **Please be sure to include the applicant ID on all faxed or mailed correspondence.**

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

In addition, applicants must download and print the "Pastoral Reference Form" from the school's website. Please complete your portion of the form and submit to your Pastor within 5 days. This form must be completed each year that you apply for financial aid. Your Pastor will complete their portion of the form and fax or e-mail it back to the school.

A new application or reenrollment to Emmanuel Christian Academy must be received each year **before** you may apply for financial aid.

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

Sincerely,



Dr. David Hook
Head of School

Non-Discrimination Policy

The Emmanuel Christian Academy recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the school does not discriminate on the basis of race, color, or ethnic origin in administration or its educational policies, scholarships/loans/fees/ waivers/educational program and athletic/extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation. Emmanuel Christian Academy does not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.