



# ST. CATHERINE OF SIENA CATHOLIC SCHOOL

## TUITION ASSISTANCE APPEAL GUIDELINES

If you wish to appeal the tuition assistance decision made for your family, please complete the “Appeals Process” delineated below.

**For families where both parents have joint custody, each parental household will have to submit a tuition assistance application and tax documents to FACTS Grant and Aid in order to be given consideration of an appeal. If the custodial parent has remarried, the assets of the step-parent should be included on the tuition assistance application as well.**

St. Catherine of Siena Catholic School understands standard financial aid forms, such as the FACTS form, do not always allow families to depict their current financial situation accurately. Please address your appeal in writing to:

St. Catherine of Siena Catholic School  
Tuition Assistance Committee  
1618 Ben King RD, NW  
Kennesaw, GA 30144

Include the following information:

- Student(s)’ name(s)
- Monthly income (both parents, if applicable)
- Monthly expenses (include only the following):
  - 1<sup>st</sup> and 2<sup>nd</sup> mortgages or rent
  - Auto payments and insurance (including year, make and model of vehicles)
  - Household expenses (utilities, food, and clothing)
  - Consumer debt payments
- Other expenses (list all other expenses with explanation)
  - Examples: medical, home and auto repair and maintenance, gasoline, cell phone, tutoring, camps and extracurricular activities, after school care, day care, and educational expenses not reported on FACTS forms, etc.
- Please include any other information you feel will help the Tuition Assistance Committee understand your current need for tuition assistance
- **Include the full amount of tuition assistance you deem necessary at this time to provide a Catholic education for your child/children. The amount should be listed as per-student amount.**

**ALL APPEALS MUST BE FILED BY APRIL 20, 2025.**

**The projected date for the electronic mailing of decisions regarding the appeals will be at the beginning of May.**

**We regret that the amount of funds available for appeals is minimal. Should additional funds become available after June 2025, we will continue to review appeals and make additional awards if possible.**