

# FILLING OUT THE FORMS

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## Basic Tips on Completing Forms

- I. Use only current forms. All recommendation forms (FTC, renewal and adjustment) have been revised for SY 2024-2025.
- II. Indicate Batch number on FTC and Adjustment forms.
- III. ***Send only complete paperwork to GRACE.*** Both the principal/president and the parents/guardians of candidates are required to certify that applications are accurate and complete. If information for some of the candidates is incomplete, these candidates should be excluded from FTC and Adjustment recommendations until complete information is available. You can submit new batches of additional FTC and Adjustments recommendation forms as missing information becomes available.
- IV. ***Send only the necessary documentation.*** Only one form of proof of residence is needed. Extra documentation produces clutter and takes longer to review.
- V. ***Do not enclose printouts or reports from FACTS or financial services.*** The printouts and reports contain confidential information about students' families. The information from FACTS or other financial aid service is proprietary and should not be shared with GRACE staff.
- VI. ***Messy paperwork slows down processing.*** Please use a new (clean) first time candidate recommendation form each time you submit a set of recommendations. It can be confusing when previously approved candidates are included on the same form with new recommendations.
- VII. ***Scholarship recommendation forms are subject to review by auditors.*** Please prepare the forms carefully.

## Renewal Candidates' Recommendation form

- Use current form. It has been revised for SY 2024-2025.
- Submit renewals in one batch.
- The principal/president signs by typing her or his name in the signature line on the form.
- Submit the completed form to GRACE in spreadsheet format as an email attachment. Keep a copy for your records.
- **FORFEITURES.** Do not delete students' names and accompanying information from the spreadsheet. If a student has withdrawn or will not be returning, enter zero (0) in the column for recommended annual award for SY 2024-2025 and FORFEITURE in the Code column. Please remember to send forfeiture forms.
- The form is a spreadsheet. You must key-in information directly into the spreadsheet. The spreadsheet will calculate some cells for you. Do not override calculated cells. Do not hand print data.
- **Calculated financial need (CFN)** must be verified by tax documents submitted by the parents/guardians. The documents are specified by FACTS or other financial aid firm contracted by the school. Typically, the documents include the most recent federal income tax return and the W-2 forms for the previous year. Unverified recommendations will not be accepted and put a hold on the recommendation form (FTC, renewal, or adjustment). Coordinators should contact parents/guardians early in 2024 to encourage parents to complete FACTS information and document requirements by March 1. The school may set a deadline earlier than March 1. Coordinators should be vigilant on this matter and follow up with parents/guardians as necessary. If a parent/guardian did not file a tax return, the school may apply for an [Exception](#)
- Items that will be pre-populated on the form are listed below.

- Candidate First Name
- Candidate Last Name
- Vendor Number
- Number of years remaining (including SY 2024-2025)
- Annual Award SY 2023-2024
- Items for manual entry. Whole dollars only; no cents, please.
  - Adjusted Gross Income (required by state law). See **AGI and number of dependents** Page 14 in QUICK REFERENCE GUIDE.
  - Total number of persons in family/household (required by state law). See **AGI and number of dependents Page 14** in QUICK REFERENCE GUIDE.
  - SY 2024-2025 tuition rate applicable to the student
  - Calculated financial need
  - CFN verified? – drop down menu (Yes, No or DNF) DNF - (Did Not File) and then an exception must be requested with superintendent
  - Codes column Examples include:
    - **EDFF** – See page17 in QUICK REFERENCE GUIDE.
    - [EXCEPTION](#)
    - FAC-STF – children of faculty/staff member at the school
    - [FORFEITURE](#)
- Item calculated by the spreadsheet. If the spreadsheet does not recalculate, press F9 to refresh.
  - 80% of tuition
  - Change for SY 2024-2025 from SY 2023-2024 annual award

- Change (increase or decrease) in multi-year award for SY 2024-2025 and forward (row and column totals)
- Principals/presidents, by their typed signatures, certify completeness and accuracy. Only principal/president signs the form, but GRACE also needs an alternate staff contact (usually the scholarship coordinator).
- ***Good standing requirement.*** Renewal candidates must be in good standing with the school. Good standing is judged by the principal/president:

Catholic schools offer programs of education and formation for students who are willing and able to live within the religious, academic, behavioral and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to assist them in their parental role as primary educators of their children. School families are expected to be supportive of all rules, policies and procedures of the Archdiocese of Atlanta or the Diocese of Savannah and the local Catholic school. (*Source: Scholarship Policy – available on the Scholarship Portal.*)