



Tuition Scholarship Program Application Tips 2024 - 2025

Tip 1: All applicants **MUST** select the **Augustine Educational Foundation box** in order to apply.

Tip 2: All questions on the application marked with an asterisk (*) will have to be answered, even if it is a zero, they cannot be skipped.

Tip 3: Many times, you will need to “Save and Continue” to proceed – this button is at the bottom of the page – you need to scroll down to see this button. You can also “Save and Exit” and the application will save your place for when you return.

Tip 4: If you see a blue question mark by the question/answer box, you can click on it for helpful information related to the question.

Tip 5: Get a free scanner app on your mobile device (for example, CAMSCANNER or check your mobile device’s app store). You can take a picture of your document, upload it and save it as a PDF. Then, you send it to yourself via email/upload to your computer or upload to a drive (Google Drive, iCloud, OneDrive, Drop Box, etc.) on your mobile device. From either of those, you can easily upload the documents to your FACTS application. Uploaded documents for your application can be in a PDF or JPEG format. Another option is to simply take a photo of your document and upload the picture directly to the application from your phone.

Tip 6: You can review or update your application online by logging into your FACTS account and clicking “View Form”. The “Review” section has a print button if you would like a physical copy of your application.

Tip 7: After submitting your application, please log-in to FACTS and check your application status; you may need to submit additional documents. **Your application is not complete, until it says COMPLETE at the top.**

Tip 8: If you need any assistance navigating your FACTS account or help with the application, please contact FACTS at 1-844-649-2921.