

Directions for Completing Financial Aid Forms Fall 2016

Any family who is a U.S. citizen or permanent resident and wants to request financial aid from the DEP-EAF (Diocese of El Paso Education Assistance Fund) needs to do the following:

1. Complete the “Request for Emergency Financial Aid – Fall 2016” parent form.
2. Have the Principal complete their “Request for Financial Aid – Fall 2016” school form.
3. Go on-line and complete the FACTS Grant and Aid application. If you completed this form for Spring 2016 Emergency Aid you do not need to reapply with FACTS.
- 4. Mail FACTS Grant and Aid either a copy of last year’s Tax Return or this year’s if you have already filed.**
- 5. Mail a copy of your W-2 for 2015 (by law it is issued by January 31st of each year).**
6. Be sure that everything is in and posted by **4 p.m. ,Tuesday, May 3, 2016.**

There is a limited amount of financial aid from the Hearst Foundation gain open to either U.S. or Mexican citizens. If you are a citizen of Mexico then we will need for you to submit the two forms listed above and a copy of your business tax form or a copy of your wage form stating the hours worked and the amount for that pay period as documentation – we would need at least 3 consecutive pay forms. The financial documentation needs to be sent with the two forms to the Office of Education and not to FACTS.