Accepting Awards through FACTS

1. Once an award decision has been made, an email notification from FACTS Management will be sent to the email address on your tuition assistance application. The email address will be from (noreply@factsmgt.com) so please check your spam if you cannot locate the email.

2. Click the View Award Decision within the body of the email.

3. Once you click the View Award Decision button, it will bring you to FACTS’ sign in page.

4. Please enter your FACTS login credentials to view the award decision; you may click the Forgot Username/Password button if you do not remember your login.
5. Once you have signed in, each student’s awards message will display, **one student’s message at a time**.

6. Click Accept or Decline. If you have questions about whether to accept or decline your award, please contact your school office.

7. If you **decline** the award, you will have to tell us why.
8. Once you have accepted the award, or declined and stated why, the next student’s message will display. See next student’s award message below.

Catholic Education Foundation
April 13, 2022
Dear Sutton family,

We are pleased to inform you of your student’s Catholic elementary school tuition assistance award for the upcoming 2022-2023 school year. This award combines all of the resources from the Catholic Education Foundation, the Archdiocese of Louisville, the parish/school that you have chosen, and any other special programs that partner with us.

Here are the details of your student’s award:

<table>
<thead>
<tr>
<th>Student(s) Name: Shawn Sutton</th>
</tr>
</thead>
<tbody>
<tr>
<td>School: Test - Notre Dame Academy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AWARD NAME</th>
<th>AWARD AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEF R1</td>
<td>$500</td>
</tr>
<tr>
<td>Archdiocesan Voucher R1</td>
<td>$180</td>
</tr>
<tr>
<td>Total Award</td>
<td>$740</td>
</tr>
</tbody>
</table>

If you decide to enroll at another Catholic elementary school in the Archdiocese of Louisville, please contact us at (502) 585-2747 to arrange for your tuition assistance at the new location.

If you have any questions about your tuition assistance award, please contact your school office.

May God bless you and your family always,

Richard A. Lechter, President
Catholic Education Foundation

9. Once you clicked, accept or decline, the next student’s message will display. This process will continue until ALL awarded student messages have been accepted or declined.
10. When all of the student messages have been identified, the FACTS System will bring you back to your Application Summary Screen.