

Liberty Tuition Account and Financial Aid Process

While Completing Enrollment Packet

- Link to/create your **FACTS Financial Tuition Account**
- Choose Tuition Payment Plan (monthly, semester, or one-time payment)
 - Initial tuition agreement will include **full tuition amount before aid**
- Choose Incidental Expenses payment method: autopay or manual payment
 - This is for other fees: enrollment, athletic, after care, etc.

After Submitting Enrollment Packet

- Complete online **Grant & Aid application** for Choice Scholarship/Financial Assistance
 - online.factsmgt.com/aid
- Upload 2023 tax documents to the Grant & Aid application (1040 form, W-2s, other forms specified by the Grant & Aid application); **these are required**
- **Families must complete this step every school year**

Business Office Processes Application

- Applies for the Choice Scholarship for your student (K-12)
- Uses household size and income to determine additional Liberty financial aid (PS-12)
- Applies awards to your agreement and sends updated payment schedule by e-mail

Final Step

- Sign Choice Scholarship paperwork (K-12)
 - **Scholarship is not final until all documents are signed** (award may be removed)