

## How to apply for ACE Scholarships

You can access the application for ACE Scholarships by clicking on the link provided on the ACE website. **ACE Scholarship:** <https://www.acescholarships.org/become-a-scholar>

\*Please make sure you carefully review information provided on the website and on the landing page once you click the link to go to the application. Important information about what will be needed to complete the application will be provided.

### Step 1: Logging In/Creating an Account



If you already have a FACTS account simply “Sign In” to your account. All FACTS activity will be done through your existing account. If you are new to FACTS, you will click on “Create your Account”.

### Create Account

Please enter your e-mail address.

E-mail Address\*

[Do not have an e-mail address?](#)

To create your account you will provide an email address to verify you do not already have a FACTS account.

Once it is verified that you do not already have an account you will click “Create a new FACTS account”.

### Create Account

**Welcome!** Thank you for using FACTS.

Please take a few moments to create a user account.



For assistance filling out your application, contact FACTS at 844-649-2921

From there you will move into account creation where you will provide your demographic information including name, address, phone number(s), and email address.

On the next screen you will be asked to create your username and password, as well as set up your security PIN and telephone questions. Please be mindful of the password requirements.

**Username and Password**

Username*	<input type="text"/>	<ul style="list-style-type: none"><li>✓ Do not include spaces in your password</li><li>✗ Password must contain at least 8 characters</li><li>✗ Password must contain at least one letter</li><li>✗ Password must contain at least one number</li><li>✗ Password must include at least one special character: !@#%&amp;'()*_+.</li><li>✓ Password must not have any invalid characters</li><li>✓ Passwords are case sensitive</li><li>✓ Password cannot contain the username</li></ul>
Password*	<input type="password"/>	
Confirm Password*	<input type="password"/>	

## Step 2: Starting the application

After logging in you will be asked to select the term you are applying for. There is only one option available and it should already be selected. Go ahead and click continue.

Home My Profile Financial Accounts Signed in as Ace

Welcome, Ace Test

What term are you applying for aid?

2021-2022

Continue Cancel

You will land in the application form. You will be able to track your progress through the application by the sections listed down the left hand side. You will have to finish a section before being able to move to the next one but can navigate backwards by just clicking on the section name as needed. Your progress will be saved if you need to leave and return to the application at a later time.

## Sections

**Schools:** To begin with you will need to add the school that the student will be attending in the 2021-2022 school term. Begin by clicking the “Add School/Organization” hyperlink.

Home My Profile Financial Accounts Signed in as Ace

Application Form APPLICATION ID: 1695294 2021-2022

- 1 Schools
- 2 Applicant
- 3 Students
- 4 Taxable Income
- 5 Review
- 6 Submit

Schools

Please list all schools and organizations where you would like to apply for financial aid or will pay tuition in the 2021-2022 school year.

[Add School / Organization](#)

Save & Continue Save & Exit

Help

What to Expect FAQ

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A search box will appear on your screen allowing you to enter different criteria to locate your school. Check the box next to the school(s) you want to add then click “Add”.

NAME	CITY	STATE	ZIP	FACTS GRANT & AID
<input type="checkbox"/> Grace Brethren Christian	Clinton	MD	20735	No
<input type="checkbox"/> Pacelli/st. Anne	Columbus	GA	31907	No
<input checked="" type="checkbox"/> St X Test ACE School	Aurora	CO	80011	Yes

This will add the school as well as the program to your application. You will want to make sure you add all schools for all students you are applying for. If you miss one, you can add schools later in the application in the student section as well.

**Applicant and Co-Applicant (If Applicable):** Demographic information from your account will prefill in parts of the applicant section. You will want to make sure to go through and fill in any blanks. Required section in each part of the application will be marked with an asterisk\*. To move to the next section select “Save & Continue”.

**Students:** In the student section, you will want to add all students for whom you would like to submit applications. Here you will provide demographic information related to the student. In the school section you will attach the appropriate school to the appropriate student. Then you will enter the student grade for the 2021-2022 school year to complete the student section. Once you are done with one student you can “Close Student Details” then “Add New Student” if needed. To move to the next section select “Save & Continue”.

**Schools**

Please select the school(s) and organization(s) where your student would like to apply in the 2021-2022 school year.

St X Test ACE School

\* Grade  for 2021-2022

**Organizations**

First Choice is the school your student will attend or would most like to attend associated with the organization.

ACE Scholarships

St X Test ACE School

[+ Add New School](#)

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**Additional Questions:** These questions will show up individually for each student on the application. You will enter the name of the prior year school and grade level your child attended in the provided field. We will then ask you to respond to the three drop down questions below. The red asterisk indicates that answers are required. To move to the next section select "Save & Continue".

## Application Form ?

APPLICATION PREVIEW  
2021-2022

- 1 Schools
- 2 Applicant
- 3 Co-Applicant
- 4 Students
- 5 Additional Questions**
- 6 Taxable Income
- 7 Nontaxable Income
- 8 Assets & Liabilities
- 9 Additional Questions
- 10 Review
- 11 Submit

### Additional Student Questions

Required fields are marked with \*

#### Preview Student - ACE Scholarships Louisiana

\* Prior Year School name:

\* Prior School year grade:

\* Does this student currently have an IEP?

\* Is this student new to the ACE Scholarship Louisiana program or are they returning?

\* Is the student currently receiving a scholarship from Louisiana Scholarship Program, Son of a Saint, Aspiring Scholars or Arete Scholars?

**Taxable Income:** This section is going to collect data around how many people are in the household and the filing status for the applicant and co-applicant (if applicable). You will want to have to indicate in the final drop down question if you have filed a tax return extension. To move to the next section select "Save & Continue".

\* Does the co-applicant file a U.S. Federal Income Tax Return? ?

- Yes - files jointly
- Yes - files separately
- No

Do you own any of the following?

- Business
- Rental Property
- Partnership
- Farm
- S Corporation
- Estates and Trusts

#### ACE Scholarships Louisiana Additional Questions

\* Have you filed a tax return extension that will make you unable to provide the required 2020 tax return?

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**Non Taxable Income:** In this section you will provide information on nontaxable income that is applicable to you, such as child support, TANF, SNAP, etc. After checking the box(es) to indicate what is received, you will then be able to provide a dollar amount and the frequency in which it is received. Next, you will indicate if any member of the household receives social security. If so, you will then enter the amount and frequency in which it is received. Lastly, you will answer the drop down question asking if you receive cash payments from an employer that are not claimed on your tax return. Once the section is completed, click “Save and Continue”.

The screenshot shows a web application interface for an 'Application Form'. The top navigation bar includes 'Home', 'Grant & Aid', 'Payment Activity', 'Notices', 'Admin', and 'Reports'. The user is signed in as 'Aly'. The main heading is 'Application Form' with a help icon. A blue box on the right indicates 'APPLICATION PREVIEW 2021-2022'. A sidebar on the left lists 10 steps: 1 Schools, 2 Applicant, 3 Co-Applicant, 4 Students, 5 Additional Questions, 6 Taxable Income, 7 Nontaxable Income (highlighted), 8 Assets & Liabilities, 9 Additional Questions, and 10 Review.

**Nontaxable Income**  
Required fields are marked with \*  
If you collect any nontaxable income, please select it below.

- Alimony Received
- Child Support

Enter Amount per Select...  
Select...  
Week  
Two Weeks  
Month  
Year

- Temporary assistance for needy families (TANF)
- Welfare
- Supplemental Nutrition Assistance Program (SNAP)
- Tuition support from friends/relatives/employers
- Workers' Compensation
- Housing Allowance (Military, Religious, Parsonage, etc.)
- Tax-Exempt Interest
- Other Nontaxable Income (e.g. Foster Care Allowance, VA Benefits, etc.)

**Social Security**  
If household members collect nontaxable social security income, please select it below.

- Applicant Name

Enter Amount per Select...

- Co-Applicant Name
- Preview Student
- Student Name
- Other Household Members

**ACE Scholarships Louisiana Additional Questions**  
Do you receive cash payments from an employer that are not claimed on a tax return? (No W2 or 1099 available for the payments)

Select...

**Assets and Liabilities:** In this section, please complete the two questions regarding your 529 Plan Account. If you do not have one, please enter \$0 in both fields.

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## Application Form ?

- 1 Schools
- 2 Applicant
- 3 Co-Applicant
- 4 Students
- 5 Additional Questions
- 6 Taxable Income
- 7 Nontaxable Income
- 8 **Assets & Liabilities**
- 9 Additional Questions
- 10 Review
- 11 Submit

### Assets and Liabilities

Required fields are marked with \*

\* Value of your 529 plan accounts ?

\* What is your expected contribution in 2021 to 529 plan accounts?

**Additional Questions:** In this section you will complete acknowledgements pertaining to ACE Scholarships Louisiana by checking the box or selecting 'Yes or No' in the drop down questions. Once each acknowledgement is answered select "Save and Continue" to move to the next section.

**Review:** This section will house answers to every section you have filled out on the application. Please carefully look over everything to confirm it is correct. Then to move to the next section select "Save & Continue".

**Submit:** This section will have access to the Terms and Conditions for the application. Once you have read them, you can just click "Submit Application" to finish the form piece. (*Again, at any time you can exit the application then come back and pick up where you left off.*) After submitting your application, you will be taken to your documents section where you may begin submitting the required documentation.

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- 10 Review
- 11 **Submit**

### Submit Application

#### Total Amount

Application Fee

Total \$

#### Payment Method Disclosure

Card transactions are processed by  
FACTS Management Company, USA.

By clicking "Submit Application", you are agreeing to the terms and conditions.

[View Terms and Conditions](#)

[Previous](#)

[Submit Application](#)

[Exit](#)

**If you are unable to finish the application for any reason, contact FACTS at 844-649-2921.**

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