

How to apply for ACE Scholarships

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.

[Already have an account with FACTS?](#)

For assistance filling out your application, contact FACTS at 856-746-6521

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"/>	✓ Do not include spaces in your password
Password*	<input type="password"/>	✗ Password must contain at least 8 characters
Confirm Password*	<input type="password"/>	✗ Password must contain at least one letter
		✗ Password must contain at least one number
		✗ Password must include at least one special character: !@#\$%^&*()_+.
		✓ Password must not have any invalid characters
		✓ Passwords are case sensitive
		✓ Password cannot contain the username

Step 2: Starting the application

After logging in you will select the 2022-2023 Term.

The screenshot shows the FACTS application dashboard. At the top right, there are links for 'Español' and 'Customer Service'. The navigation bar includes 'Home', 'My Profile', and 'Financial Accounts'. The user is signed in as 'Test'. The main content area says 'Welcome' and asks 'What term are you applying for aid?' with a radio button selected. Below this, there are 'Continue' and 'Cancel' buttons, with a yellow arrow pointing to the 'Continue' button.

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.

The screenshot shows the 'Application Form' page. On the left, there is a sidebar with a progress list: 1 Schools, 2 Applicant, 3 Students, 4 Taxable Income, 5 Review, and 6 Submit. A yellow arrow points to the 'Schools' section. The main content area is titled 'Schools' and contains the text: 'Please list all schools and organizations where you would like to apply for financial aid or will pay tuition in the school year.' Below this text is a '+ Add School / Organization' button and two buttons: 'Save & Continue' and 'Save & Exit'. At the bottom, there is a 'Help' section with links for 'What to Expect' and 'FAQ'.

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Sections

Schools: In this section you will add any schools the students are registered at/ applied for by clicking “Add School/Organization”. Make sure the box next to the ACE Program under “Organizations” is checked before moving on.

Application Form

Schools

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

St X Test ACE School
Aurora, CO 80011

Organizations

ACE Scholarships (required) ⓘ
Organization associated with St X Test ACE School

[+ Add School / Organization](#)

[Save & Continue](#) [Save & Exit](#)

[? Help](#)

[What to Expect](#) [FAQ](#)

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

Students: In the student section, you will 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 want to select the option for ACE Scholarships. Then you will enter the student grade for the 2022-2023 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”.

Students

Required fields are marked with *

> Test5 Test Delete

St X Test ACE School

[+ Add New Student](#)

[Previous](#)

[Save & Continue](#)

[Save & Exit](#)

**The arrow next to the student’s name opens and closes the student’s information to save space.*

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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

* Tuition

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](#)

* What type of school did this student attend in the 2020-2021 school year?

* Does this student plan to attend the same school they did in the 2020-2021 school year?

Yes

No

[Close Student Details](#)

[+ Add New Student](#)

[Previous](#)

[Save & Continue](#)

[Save & Exit](#)

****Please only select school(s) you have registered at/applied for as awards are made at the student-level, not at the school-level. If awarded and you wish to transfer your child from the preferred school listed on the application, you must reach out to the ACE team to initiate the transfer prior to school starting or risk your child's award being removed. Completing an application and receiving an award does not guarantee placement at the school.**

Additional Questions: These questions will show up individually for each student on the application. Please answer all required questions.

Application Form 🔗

<ol style="list-style-type: none">SchoolsApplicantCo-ApplicantStudentsAdditional QuestionsTaxable IncomeNontaxable IncomeAdditional QuestionsReviewSubmit	<h3>Additional Student Questions</h3> <p>Required fields are marked with *</p> <h4>Preview Student - ACE</h4> <p>Prior Year School Type <input type="text" value="Select..."/></p> <p>* 2021-2022 School year grade: <input type="text"/></p> <p>* Does this student currently have an Individualized Education Plan (IEP) or 504 plan for disability? <input type="text" value="Select..."/></p> <p>* Is this student currently in foster care? <input type="text" value="Select..."/></p>
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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). Once complete, click “Save & Continue” to move to the next section.

Application Form

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

Taxable Income

Required fields are marked with *

Household

* Number of adults living in this household? [?](#)
Select...
* Number of children living in this household?
Select...

Taxable Income

* Does the applicant file a U.S. Federal Income Tax Return?
 Yes
 No
* Does the co-applicant file a U.S. Federal Income Tax Return? [?](#)
 Yes - files jointly
 Yes - files separately
 No

Nontaxable 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. Once the section is completed, click “Save & Continue”.

Application Form

✓ Schools
✓ Applicant
✓ Students
✓ Additional Questions
✓ Taxable Income
6 Nontaxable Income
7 Change of Income
8 Annual Expenses
9 Additional Questions
10 Review
11 Submit

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.

Ace Test
 Ace Student
Enter Amount per Select...
 Other Household Members

Previous **Save & Continue** Save & Exit

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Additional Questions: In this section, you will complete acknowledgements pertaining to ACE Scholarships by checking the acknowledgment box or use the space provided to respond to specific questions. Once each acknowledgement or question is answered, signed, and dated please 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. After submitting your application, you will be taken to your documents section where you may begin submitting the required documentation.

The screenshot shows the 'Submit Application' page of an application form. At the top, there is a dark blue navigation bar with links for Home, Grant & Aid, Payment Activity, Notices, Admin, and Reports. A light blue box in the top right corner says 'APPLICATION PREVIEW 2022-2023'. On the left, a vertical sidebar lists 10 steps: 1 Schools, 2 Applicant, 3 Co-Applicant, 4 Students, 5 Additional Questions, 6 Taxable Income, 7 Nontaxable Income, 8 Additional Questions, 9 Review, and 10 Submit (which is highlighted in blue). The main content area is titled 'Submit Application' and includes a 'Total Amount' section with an 'Application Fee' input field and a 'Total' label. To the right, a 'Payment Method Disclosure' box states: 'Card transactions are processed by FACTS Management Company, USA.' Below this, a text box reads: 'By clicking "Submit Application", you are agreeing to the terms and conditions. View Terms and Conditions'. At the bottom, there are three buttons: 'Previous', 'Submit Application', and 'Exit'.

**If you are unable to finish the application for any reason, please reach out to us at
856-746-6521**

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