



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



For Returning Applicants: 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



For New Applicants: 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



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. Once all requirements are in green text, you have met all password requirements.



Step 2: Starting the application

After logging in you will be asked to select the term you are applying for. Select 2023-2024 and click continue.



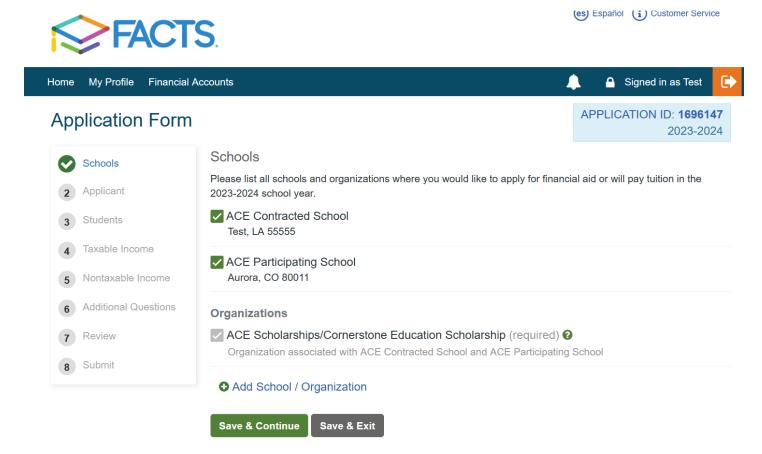
Next, you will land in the application form. You will be able to track your progress through the application by the sections listed down the left-hand side. You will have to finish a section in its entirety before being able to move to the next one. However, you can navigate backwards by just clicking 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.

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

If you are a returning applicant, the application will pre-fill the applicant, co-applicant (if applicable), and student section. The system will increment your student grade from the previous year, but please review this section to make sure all questions with the asterisk* have been updated.

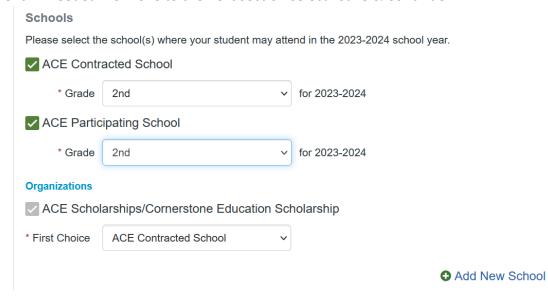
Sections

Schools: This section will show the schools and program to which you are applying. To submit an application for all students at a specific school or group, please check the box next to school and group name. This ensures that your application is being shared with the school and ACE. The ACE Scholarships option will already be automatically selected when you come through the link from the ACE webpage. But please double check ensure that ACE Scholarships is selected. Then, simply click "Save & Continue" to move to the next section.

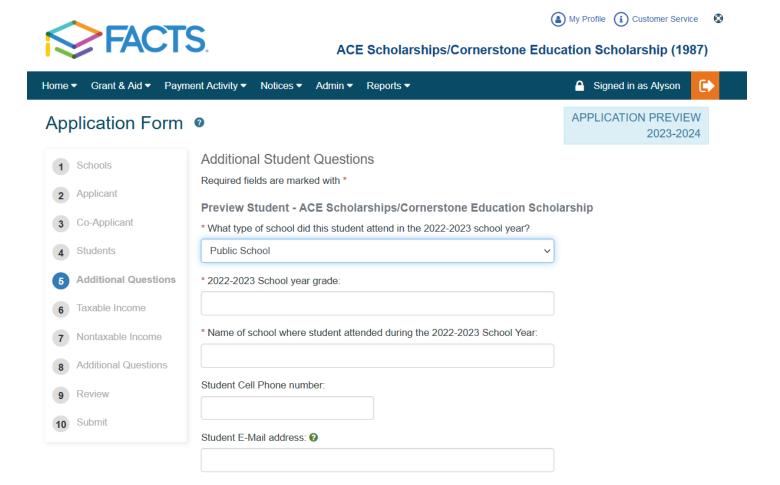


Applicant and Co-Applicant (If Applicable): Demographic information from your account will prefill in parts of the applicant section if you previously completed a FACTS application. You will want to make sure to go through and fill in any blanks. Required sections in each part of the application will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

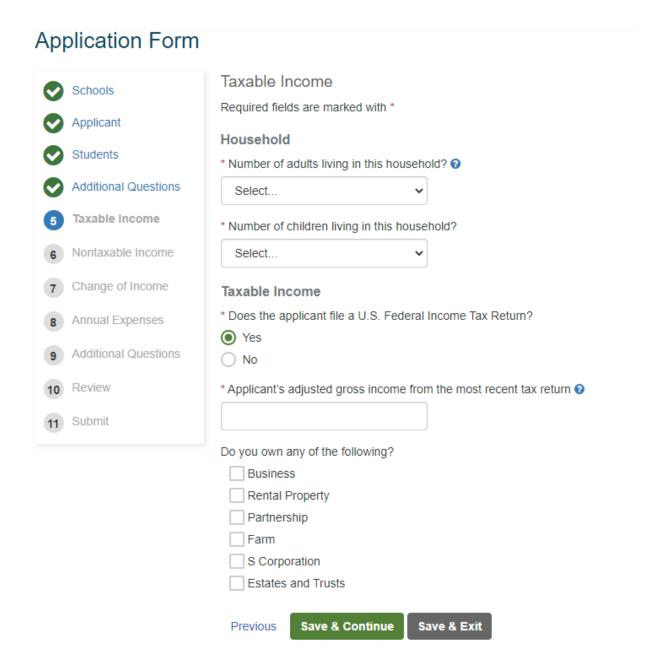
Students: In the student section, you will add <u>all</u> students for whom you would like to submit applications. Here you will provide demographic information related to the student. **In the school section you want to select the option for ACE Scholarships.** Then you will enter the student grade for the 2023-2024 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".



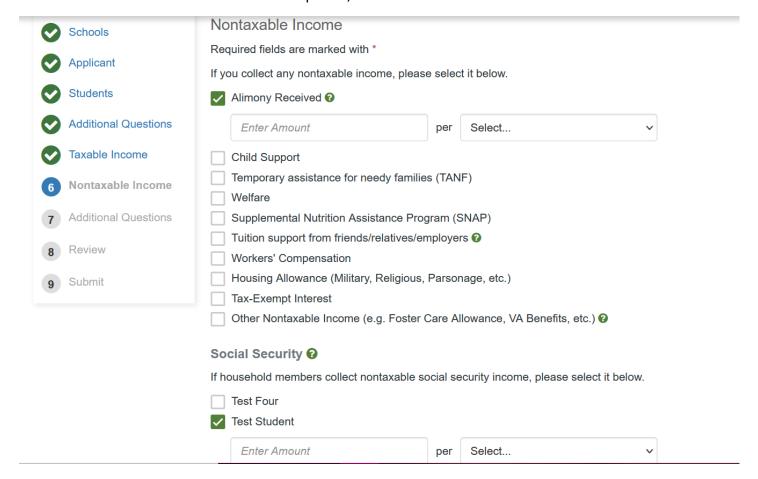
Additional Questions: These questions will show up individually for each student on the application. Please enter the ethnicity, type of school the student attended in 2022-2023, the grade of the student in the 2022-2023 school year, name of the school the student attended in 2022-2023, and cell phone & email address (if applicable). To move to the next section select "Save & Continue".



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). To move to the next section select "Save & Continue".



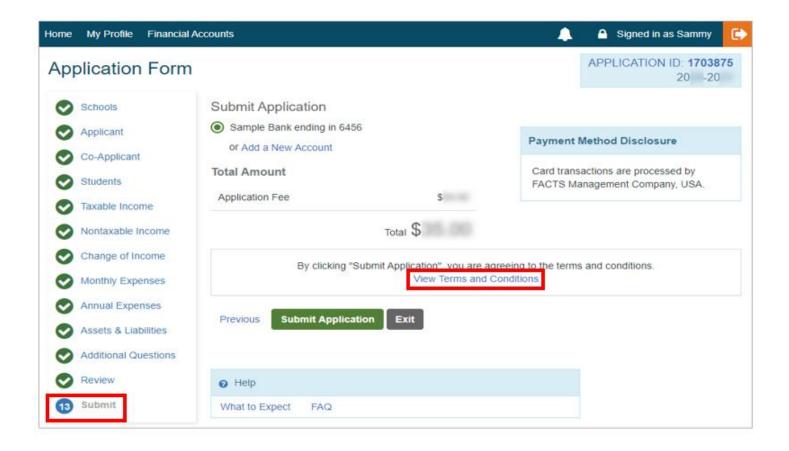
Non Taxable Income: In this section you will provide information on nontaxable income that is applicable to you, such as child support, TANF, SNAP, etc. After checking the box(es) to indicate what is received, you will then be able to provide a dollar amount and the frequency in which it is received. 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. Once the section is completed, click "Save & Continue".



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. In order to submit your application, you must first view the terms and conditions link and read through to the bottom. After submitting your application, you will be taken to your documents section where you may begin submitting the required documentation.



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