



July, 2015

Dear Parent:

Please review the attached flyer providing details regarding a special scholarship for which you may qualify. If you feel you may be eligible, please follow the steps below.

Step One - Go to the application link and request participation in the Tax Credits Scholarship Program:

www.pcedfoundation.org

Please complete an application for each child.

Step Two - If you haven't already, submit your information to FACTS Grant & Aid Assessment.

If your chosen Virginia Seventh-day Adventist school utilizes FACTS Grant & Aid Assessment, please apply through FACTS for financial aid from your school and also select Potomac Conference Education Foundation (listed under schools).

If your chosen Virginia Seventh-day Adventist school does not utilize FACTS Grant & Aid Assessment, then please follow the link below to apply:

<https://online.factsmgmt.com/signin/4K5KG>

The following is required in order for FACTS to complete the assessment:

1. Complete online request submission
2. Payment of \$30 fee to FACTS
3. Copies of your 2014 tax return including all schedules (can be faxed to 1-866-315-9264)
4. Copies of your 2014 W-2s for both you and your spouse (can be faxed to 1-866-315-9264)

If you have any questions regarding the process, please let us know. You may also speak to a FACTS Customer Care Representative at 1-866-315-9262.

Sincerely,

VAA Administration