

APPLYING FOR FINANCIAL AID FOR THE 2016-2017 SCHOOL YEAR

We use School and Student Services (SSS) to process financial aid applications. Based on the financial information you provide in the Parents' Financial Statement, SSS gives us an estimated amount your family can contribute to educational expenses. This estimate is a *starting point* to help us make fair and objective financial aid decisions.

****PLEASE READ THE INFORMATION BELOW CAREFULLY AND FILL OUT THE APPLICATION COMPLETELY****

TO COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS)

1. Go to www.sss.nais.org. Click on "Website for Parents."
2. Click on the "Complete your PFS" banner.
3. You will set up a PFS Online account using your e-mail address and a password. *If you completed an online PFS application last year, use your e-mail address and existing password. SSS requires periodic change in passwords, so you may be prompted to enter a new password once you log in.*
4. Submit and pay for the PFS (\$47). This fee is nonrefundable. Families that meet certain income requirements may qualify for a fee waiver through SSS. If you qualify for a fee waiver, you will receive a pop-up notification so that you do not have to pay the \$47 fee.
5. **Our school code is 2407**

TO INSURE YOUR APPLICATION IS PROCESSED CORRECTLY

1. Answer all questions on the application. There are several questions that ask for additional explanation. Please provide the required supporting information. **CFMS cannot make awards based on incomplete applications.**
2. If you and your child's other parent/guardian are separated or divorced, then **both households must submit their own PFS and supporting tax forms.** Each household should complete a separate PFS with the requested information regarding all members of each household (step-parents, siblings etc.).
3. Submit additional required documents. CFMS requires that you submit a copy of your **2015 W-2s, 1099s, and 1040.** We must receive these documents by **March 7, 2016.**
 - **Online:** go to the Manage Documents tab in the Family Portal Dashboard. There you can upload documents from your computer. Save each document separately in Adobe Acrobat pdf or as a .jpg file. Each document must not exceed a size of 500 kilobytes. On the Manage Documents page, click on "Browse," locate the document on your computer, then click on "Upload."
 - **By mail:** send one copy (not the original) of each document with a Required Documents Cover Sheet to: SSS By NAIS, P.O. Box 449, Randolph, MA 02368-0449 USA. *Send copies of your documents – not originals. Do not use staples or paper clips.*

Parents will be notified by letter of any amount of tuition assistance awarded. **Please note that awards are determined by CFMS, not by SSS.** Therefore, be aware that the amount reflected in the SSS Family Report that you have access to is not necessarily the amount of aid that you will receive.

Financial aid applications are due by February 28th.

Call SSS at (800) 344-8328 with any questions (Mon - Fri: 9am - 8pm, Sat: 9am - 4pm)