

Financial Aid Application

Information for Families Applying for Aid for the 2012-13 School Year

Thank you for inquiring about financial aid for the 2012-13 school year. Montessori In Town has a limited amount of tuition assistance, which will be distributed, based on financial needs. Priority is given to currently enrolled students, who are completing the full cycle program. To be eligible for consideration for financial aid, you must submit your tax documents, listed below, and complete your Parents' Financial Statement (PFS) by March 1st, 2012. We will communicate decisions about financial aid in April, 2012.

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. To begin your financial aid application for the 2012-13 school year, please follow these steps below. (You only have to complete one Parents' Financial Statement, even if you have several children applying.)

TO COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

1. Go to the web site: sss.nais.org/parents.
2. Click on the "Apply Now" button.
3. You will set up a PFS Online account using your e-mail address and a password. *Returning parents: If you completed an online PFS application last year, use your e-mail address and existing password. If you have forgotten your password, click on "Forgot my password."*
4. Submit and pay for the PFS (\$37). This fee is nonrefundable.



Why apply online? Your information will be delivered to us more quickly and accurately, allowing us to make a faster financial aid decision. You'll also save \$12.

TO COMPLETE A PAPER PARENTS' FINANCIAL STATEMENT FORM

1. If you don't already have a paper Parents' Financial Statement (PFS) form, go to the website at <http://sss.nais.org/parents/> to download one.
2. Complete the PFS and return it with nonrefundable payment (\$49) to: SSS By NAIS, P.O. Box 449, Randolph, MA 02368-0449 USA. (For overnight mail: SSS By NAIS, 437 Turnpike Street, Canton, MA 02021.)
3. You will need a large envelope to send in additional documents that we require.

ADDITIONAL DOCUMENTS WE REQUIRE

Our school requires that you submit to SSS by mail or online the following documents in addition to your completed Parents' Financial Statement: 2011 W2's, 2011 Taxes (all forms) SSS must receive these documents by March 1st.

- **To submit these documents 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. (For overnight mail: SSS By NAIS, Processing Center, 437 Turnpike Street, Canton, MA 02021.)
Tips: If you submitted the PFS in paper, you'll need a Required Documents Cover Sheet and a large envelope to use when sending in your documents. Send copies of your documents – not originals. Do not use staples or paper clips.
- **To submit these documents online**, go to the Manage Documents tab in the PFS Online. There you can upload documents from your computer. Save each document separately in one of the following formats: Adobe Acrobat pdf, Microsoft Word, .jpg, or .tif. On the Manage Documents page, click on "Browse," locate the document, then click on "Upload."



Tip: Mail any documents 10 days in advance of our deadline to allow for mail delivery and for SSS's processing time.

Call SSS Customer Service at (800) 344-8328 with any questions (M-F: 9am-8pm EST. Sat: 9am-4pm EST)