

APPLYING FOR FINANCIAL AID FOR THE 2017-18 ACADEMIC YEAR

School One partners with School and Student Services (SSS) by NAIS in our financial aid process. To begin your financial aid application, you will complete SSS's Parents' Financial Statement (PFS).

The PFS is a comprehensive application that will take some time to complete. Give yourself the time you need by not waiting until the deadline to begin. You'll need your prior year tax return (2015) before beginning the PFS. We also recommend that you review the wide range of materials that SSS has put together to help families with the financial aid process. They can be found at <http://sssbynais.org/parents>.

We will communicate our financial aid decision to you. To make our decision, we use the information from the PFS as a starting point but also consider our school policy, practices, and available budget.



HOW TO COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

- Beginning on December 1, 2016, visit <https://sss.secure.force.com/familyportal> to create your PFS Online account using your email address and a password. If you applied for financial aid through SSS last year, you can use your same login information from last year.
- Begin a PFS for Academic Year 2017-18. You can log out of the PFS Online at any time, then return later to complete it.
- To move the process earlier and make it easier for families to apply, we are asking for **prior year tax documents (2015)**. We understand that this may mean that there will be discrepancies between your income in 2015 and what you fill out on your PFS for the current year. We urge you to use the comments section of the PFS to explain any key differences in income.
- After you have pressed submit, you'll be brought to a payment screen. The fee of \$48 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- To reduce the obstacle that application fees can create for low-income families, SSS by NAIS automatically evaluates eligibility for families to receive a fee waiver for the SSS application. For example, a family of three making less than \$26,117 a year will have

their payment automatically waived and the system will bypass the payment screen to provide confirmation of payment by waived fee.

- After you pay for and submit your PFS, you'll have access in the PFS Online to a section called "My Documents." You can upload the **prior year (2015) documents** we require there. If you applied for financial aid through SSS last year, your 2015 documents may already be in the SSS system. Please let us know if you cannot access last year's documents.
 - Below we list the required documents to submit if you haven't done so previously. Once the application is complete, School One will process your application and we will send a financial aid letter to you directly. To make our decision, we use the information from the PFS as a starting point. We also consider our school policies and practices, as well as the budget we have available.
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If you need help completing the PFS, contact SSS customer service at (800) 344-8328.

HERE'S KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE PFS:

Our school's full name: **School One**

Our school's SSS code: **4475**

Contact information for our financial aid office: **Julia Volynsky at 401-331-2497 or juliav@school-one.org**

Due date for completing the PFS and submitting additional documents (see below):
January 17, 2017

Documents we require you to submit, in addition to the PFS:

2015 1040, 1040A or 1040EZ

2015 W2 Form

Schedule C (if part of your tax return)

SSS Business/Farm Statement (if part of your tax return)

1099 Form (if part of your tax return)