

APPLYING FOR FINANCIAL AID FOR THE 2019-20 ACADEMIC YEAR

St. John's Episcopal School 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 most recent tax return 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 ssbynais.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, available budget and your letter of explanation of need.



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

- Beginning November 1, 2018, go to <https://sss.secure.force.com/familyportal>.
- Create your PFS Online account with your email address and a password. If you applied for financial aid last year, simply login to the PFS Online as a Returning Family, using the email address and password you set up last year.
- Begin a PFS for Academic Year 2019-20. You can log out of the PFS Online at any time, then return later to complete it.
- 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 Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- 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 additional documents we require there.



HOW TO SUBMIT ADDITIONAL REQUIRED DOCUMENTS ONLINE

- Prepare your documents to be uploaded. Make sure the documents are on your computer, each saved as a separate file. Remove any security or password protection from your document files.
- Return to the PFS Online and login.
- Select the Academic Year 2019-20 button.
- From the PFS Online, click on the "My Documents" tab.
- On the "My Documents" page, you will see an upload button or a hyperlink next to a specific document name in the "Required Documents" section of the PFS. Clicking either the upload button or a hyperlink will lead you through a series of steps allowing you to name, locate, and save the file.
- Once you have uploaded a document, the date will appear in the "Date Uploaded" column within minutes of the upload. Some tax documents go through a verification process. It can take up to 48 hours for the verification process to complete.

If you wish to submit required documents by mail, send them to School and Student Services, PO Box 449, Randolph, MA 02368-0449. For overnight service, use: SSS by NAIS, Application Processing Center, 15 Dan Road, Suite 102, Canton, MA 02021. **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: **St. John's Episcopal School** Our school's SSS code: **6555**

Contact information for our financial aid office: **Doug Perkins • 301-774-6804 • doug.perkins@stjes.org**

Due date for completing the PFS: **February 1, 2019**

Due date for submitting additional documents (see below): **February 15, 2019**

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

Letter of Explanation – forward to St. John's, attn: Doug Perkins

___ 2018 1040, 1040A or 1040EZ ___ 2018 W2 Form ___ 2018 1099 Form ___ Schedule C

Other (if applicable): K-1, Business/Farm Statement, Trust Beneficiary documents

Additional information regarding your Financial Aid application to St. John's Episcopal School **2019-2020**

February 1, 2019: Completed forms must be received by SSS.

February 15, 2019: By this date, parents must have uploaded to SSS the following:

Required: 2018 1040, 1040A or 1040EZ 2018 W2 2018 1099
If applicable: Schedule C Business/Farm Statement
 K-1 Trust Beneficiary Documents

February 15, 2019: **PARENTS MUST** submit a letter to St. John's (Attn: Doug Perkins) detailing financial circumstances, including:

- An explanation of how much you believe you can contribute and why.
- A detailed explanation of any extenuating or unusual circumstances which have caused you to apply for financial aid or would support a request for aid beyond what SSS recommends.
- Explain, in detail, any unusual expenses listed on your SSS application. (Tuition is not considered an unusual expense)
- If you or your spouse's salary is \$0, explain why.
- An explanation of income other than wages; any dividend/interest earnings; and, other available resources, if applicable.
- If there is a family member or friend who will be assisting you with tuition.

⇒ You may be asked to complete a Monthly Budget to support your request for aid.

February 2019: The Financial Aid Committee meets to review requests for aid utilizing the information provided by SSS, tax information submitted by parents and the letter of explanation.

March 2019: Letter of Tuition Assistance awarded to students will be mailed to parents. Non-awarded applicants will receive a letter to that affect.

All information is kept confidential.

- Tuition Assistance awards are not made until after a child is accepted for enrollment.
- St. John's awards tuition assistance according to financial need and does not discriminate on the basis of race, color, creed, sex, or national origin.
- No request for tuition assistance will be reviewed without an SSS application.
- Parents who are separated or divorced must each complete an application form. The SSS takes this action into account when collecting information.
- Tuition Assistance awards are made for one year at a time. Applications for tuition assistance are to be made each year.