

Financial Assistance

Application Instructions 2015–16



North
Cross
School

Important Deadlines

Returning Families: All families must reapply for financial assistance each year. Adhering to the deadline is extremely important. **Funds cannot be reserved for returning families whose applications (PFS and tax forms) are received after April 1.** Although first priority for financial assistance is given to families who meet the deadline, applications initiated or completed after the deadline has passed may still be considered. However, resources cannot be guaranteed, and amounts awarded after the deadline subject to the available remaining budget and may be less than a previous award.

New Applicants: The process of applying for financial assistance is the same for both new applicants and returning families. Award decisions for new applications are considered after April 1, depending upon the available remaining budget.

All Applicants: The financial assistance application process must be completed, with a signed agreement on file if an award has been granted, before a student may attend classes or participate in any extracurricular activities, including sports practices.

Required Documents

Before an award can be considered, all of the following items must be completed:

1. Submit the application online:

- ☐ **The Parents' Financial Statement (PFS) from School and Student Services (SSS):** All financial resources available to parents, including those beyond the parents' income and assets, should be reported on the PFS for consideration by the school.
 - Go to <http://sssbynais.org/parents>.
 - Click on the prompt to begin the Parents' Financial Statement (PFS). Complete only one PFS even if you have several children applying to North Cross School.
 - A password will be issued that will allow you to return to your PFS at a later date before submitting it. If you completed an online PFS application last year, use your existing e-mail address and existing password. If you have forgotten your password, click on "Forgot my password."
- ☐ **Application Fee:** The cost for SSS to analyze the information and return the results to the school is paid to SSS when the completed PFS is submitted. The nonrefundable fee is \$42, payable only online by credit or debit card, eCheck, Direct Debit, ACH Transfer, or through PayPal.

2. Submit the following documents (or copies of) **directly to SSS online or by mail** (see reverse side for details). Your documents will be handled with the utmost level of security. To read more about SSS's document security, go to <http://sss.nais.org>.

- ☐ **2014 Form 1040, Individual Income Tax Return, signed, with all schedules:** In the absence of a current, filed tax return, you must provide a written, signed statement documenting the reason.
- ☐ **All applicable documentation of income: W-2 or 1099 statements, unemployment statement, etc.**
- ☐ **A current paycheck stub from each employer**
- ☐ **A signed, undated copy of the IRS Form 4506-T with items 1-4 completed:** This form is found online at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
- ☐ **The SSS Business/Farm Statement and corporate tax return, if the applicant owns all or part of a business or working farm**

The school reserves the right to request additional financial information. Families should make the Committee aware of any circumstances not specifically represented on the PFS or tax documentation.

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Manage Documents in PFS Online

In this section of the online PFS, you will be able to see what documents have been received and processed by SSS and what documents are still outstanding. **All documents must be submitted directly to SSS.**

To upload the documents electronically:

1. Save each document as a separate file. Unless the documents are already uploaded to your computer, you will need to scan them first. The files may be in any of the following formats: Adobe Acrobat .pdf file, Microsoft Word .doc file, .jpg image file, or .tif image file.
2. Click on "Browse." A menu will appear that shows all the folders on your computer. Select the files to upload.
3. Click on "Upload Documents."
4. Upload all documents under the heading "Document Package Upload."
5. Once you have uploaded a document, it may not appear immediately in the "Received Documents" list on the Manage Documents page. It can take up to 24 hours for it to be processed and appear as "Received."

To mail the documents:

1. Print out the required cover sheet from the *Manage Documents* tab in PFS Online.
2. Mail the documents with the cover sheet to:

Standard Mail

SSS by NAIS
P.O. Box 449
Randolph, MA 02368-0449

Overnight Mail

SSS by NAIS
Application Processing Center
15 Dan Road, Suite 102
Canton, MA 02021

3. Allow at least ten days for mail delivery and processing time.

Contact Information

The PFS and tax documents are handled by SSS. If you need assistance regarding the PFS or have questions about submitting the documents to SSS, please directly contact:

SSS Customer Service Center

(800) 344-8328
Mon.–Fri.: 9 a.m.–8 p.m. EST
Sat.: 9 a.m.–4 p.m. EST
Email: sss@nais.org

If you need additional assistance or need help uploading the required documents, please make an appointment with **Amy Jackson**, Interim Director of Admission, at **540-989-6641** or **ajackson@northcross.org**.