

APPLYING FOR FINANCIAL AID FOR THE 2016-17 ACADEMIC YEAR

Walnut Hill School for the Arts 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 sssbynais.org/parents.

The priority deadline to submit your financial aid application is February 1. Prospective families who complete and submit all the necessary requirements by this priority deadline will receive an admission and financial aid decision by March 10. Returning students will receive a financial aid decision by March 31. To make our decision, we use the information from the PFS as a starting point but also utilize Walnut Hill's own standards and policies.



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

- Beginning November 1, go to sssbynais.org/parents.
- 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 2016-17. 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 \$47 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- About 24 hours after you pay for and submit your PFS, you'll have access on the PFS Online to a section called "Manage 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. They can be saved in any of the following file formats: Microsoft Word, Excel, Adobe pdf, .jpg, .gif, or .tif. **Remove any security or password protection from your pdfs.**
- Return to the PFS Online and login.
- Select the Academic Year 2016-17 button.
- From your 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. 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 SSS by NAIS, 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.**

KEY INFORMATION YOU NEED TO KNOW ABOUT WALNUT HILL AS YOU COMPLETE THE PFS:

Complete School Name: **Walnut Hill School for the Arts**

SSS code: **8014**

PFS due date: **February 1**

Additional documents due date (see below): **February 1**

- 2015 Federal Tax Return with all Schedules and W-2s and/or 1099 Statement (due by March 1)
- 2014 Federal Tax Return with all Schedules (not required for returning students currently on financial aid)
- Form 4506-T (not required for returning students currently on financial aid)

International families should complete a PFS and must also submit the International Student Financial Aid Profile, which is available on the SSS website at: www.sssbynais.org/parents/apply/international-applicants.

Fee waivers will be determined by SSS by NAIS after the PFS is submitted. Walnut Hill is unable to grant additional waivers should the family not meet the eligibility requirements set forth by SSS. For more information, visit <http://sssbynais.org/parents/>.

TOP 10 TIPS FOR COMPLETEING YOUR FINANCIAL AID APPLICATION

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. It's important to note the difference between the deadlines for admission and financial aid applications.

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 sss.nais.org/parents.

1) Complete only one PFS per household

You can apply for aid to any number of schools for any number of children using just one PFS for the same flat fee.

2) Use your legal name

Make sure your name on your Parents' Financial Statement (PFS) appears exactly the way your name appears on your tax documents.

3) Enter whole numbers

When entering numbers, do not enter decimals or cents — simply round to the nearest whole number. Understand that all monetary values must be in US Dollars.

4) Differentiate applicants from dependents

Questions about "student applicants" refer to your children who are applying for financial aid via the PFS. Questions about "other dependents" refer to the children (or adults) for whom you provide support but ARE NOT applying for financial aid.

5) Separate salary from profit

If you are a business owner or farm owner, you will be asked about your salary in the Family Income section. Enter only the amount you actually draw as salary (as reported on your W-2). You will provide information about profit/loss elsewhere in the PFS.

6) Estimate your taxes

We realize most tax forms are not available until late January. If you don't have your current year's taxes available, it's okay to estimate your answers based on your prior year's tax return.

7) Don't forget the cover sheet

If you mail additional required documents to SSS, please include the SSS cover sheet. Your documents will then be properly matched to your application and you'll avoid delays. Give yourself at least 10 days before the deadline to allow for mail delivery and SSS processing time.

8) Tell your story

Offer explanations when requested, so your story or situation is clear and understandable to those reviewing your application.

9) Calculate debt and unusual expenses

When asked to report your credit card debt, enter your total outstanding balances and use the Notes section to specify the types of purchases you used these cards for. When asked to total your "unusual expenses," you'll find a list of the types of expenses you should and should not include.

10) Be honest

Take time to carefully consider how much you think you can pay towards tuition on your own. Make a budget of income and expenses and see how much you can include for school costs.