

**INDIAN CREEK SCHOOL
INSTRUCTIONS TO APPLY FOR FINANCIAL AID**

1. Complete the Parents' Financial Statement (PFS) and submit to the School and Student Services (SSS) online at <http://sss.nais.org> before **January 8, 2010**. The school SSS code for Indian Creek School is **4077**. All supporting financial documentation and ICS Financial Aid Request Form are to be mailed directly to SSS at the address below. You will be able to access this form on **November 1, 2009** and credit card payment of a small processing fee is required
2. If you are unable to access this form online, please call the Admission Office or Financial Aid Office to receive a hardcopy. Mail the completed original Parents' Financial Statement (PFS) with the appropriate fee and all required financial documents and forms in an envelope that has been postmarked no later than **January 8, 2010** directly to:

School and Student Services by NAIS
Application Processing Center
P.O. Box 449
Randolph, MA 02368-0449

2. Submit copies of the following documents along with the completed PFS and mail to School and Student Services by NAIS before **January 8, 2010**:
 - Signed copy of your filed 2008 Federal Income Tax Return Form 1040 and all attached schedules
 - All 2008 W-2 Forms
 - SSS Business/Farm Statement (if applicable)
 - ICS Financial Aid Request Form 2010-2011
3. Submit copies of the following documents to School and Student Services by NAIS before **April 23, 2010**:
 - Signed copy of your filed 2009 Federal Income Tax Return Form 1040 and all attached schedules
 - All 2009 W-2 FormsPlease note any aid offer granted prior to the receipt of the 2009 tax returns may be subject to adjustment if the 2009 return shows a substantial change in income or financial position.
4. Families who have applied for financial aid in the past will see that the sss.nais.org website looks different. It uses the same methodology and will require the same information. But the interface and on-screen help is designed to be much more user-friendly. The website has clear, step by step instructions and allows parents the ability to begin a PFS and complete it at a later date as well as provides you the ability to track the receipt of documents so that you know where your application stands. There is also online help to ensure successful submission of all necessary information.
5. Separated/Divorced/Never Married Parents: It is the school's policy to consider both parents' financial resources in evaluating need. Both parents must submit all the items listed above. Each parent must file a separate PFS and all supporting financial documents with SSS. The Financial Aid Committee will consider waiving the requirement of the application for financial aid by the non-custodial parent under the following circumstances:
 - Information is provided that indicates the location of the non-custodial parent is unknown
 - Information is provided that the non-custodial parent has provided no support and has had no contact with the family for at least five years.
5. PFS forms and supporting financial documents submitted to SSS after the **January 8, 2010** postmark deadline, **will result in a late application**. Late applications will be processed only if funds are available. The primary responsibility for financing a student's independent school education rests with the family; however, Indian Creek School's Financial Aid program will make every effort to work with all eligible applicants.
6. Call the Financial Aid Office or Admission Office (410-923-3660/410-849-5151) if you have questions or need assistance.