

INDIAN CREEK SCHOOL INSTRUCTIONS TO APPLY FOR FINANCIAL AID 2012-2103

Financial aid applications are processed by School and Student Services (SSS) of the National Association of Independent Schools (NAIS).

The SSS website is: <http://sss.nais.org>. 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 the ability to track the receipt of documents so that you know where your application stands. SSS provides online help to ensure successful submission of all necessary information. SSS Customer Service can be reached at 800-344-8328.

Complete the Parents' Financial Statement (PFS) and submit to School and Student Services (SSS) online at <http://sss.nais.org>. (See below for applying by mail.)

- Opening day for Applications: **November 1, 2011**
- **Deadline for Applications: January 9, 2012.**
- SSS school code for Indian Creek: **4077.**
- **Application Fee:** \$37(non-refundable) payable by credit card.
- **Be sure you apply for the 2012-2013 academic year.**
- Only one PFS is needed for up to four children in a family.*

Required Documents: The following documents are required by Indian Creek and should be uploaded with the PFS. (See below for applying by mail.) **Your application will not be considered complete until these documents are received.**

Due January 9, 2012:

- Signed copy of your filed 2010 Federal Income Tax Return Form 1040 and all attached schedules
- All 2010 W-2 Forms
- SSS Business/Farm Statement (if applicable)
- ICS Financial Aid Request Form 2012-2013 *available on the ICS website:*
http://www.indiancreekschool.com/bus_aid.html

Due April 23, 2012:

- Signed copy of your filed 2011 Federal Income Tax Return Form 1040 and all attached schedules
- All 2011 W-2 Forms

Please note: Any aid offer granted prior to the receipt of the 2011 tax returns may be subject to adjustment if the 2011 return shows a substantial change in income or financial position. In addition, an offer of aid will not be awarded if these documents are not received.

*** 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.

Late Applications: PFS forms and supporting financial documents submitted to SSS by NAIS after the **January 9, 2012** 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.

Applying by Mail: If you are unable to access the Parents' Financial Statement (PFS) 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 9, 2012** directly to: SSS by NAIS, P.O. Box 449, Randolph, MA 02368. If you are using an overnight service (FedEx, UPS, etc) sent to SSS by NAIS, 437 Turnpike Street, Canton, MA 02021. **Please send only photocopies with SSN and bank account numbers crossed out.**

New Students: Families who are interested in financial aid for a student who is applying for admission are encouraged to begin the process as soon as possible. However, an offer of financial aid will not be made until the student has completed the admission process and has been accepted to Indian Creek.

ICS Financial Aid Office: Please call the ICS Financial Aid Office at any time if you have a question or need assistance.

Kathy Simmons
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& Admissions Associate
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