

# HOW TO APPLY FOR FINANCIAL AID FOR THE 2017-2018 SCHOOL YEAR

**When to Apply:** Parents of currently enrolled students are required to complete the Parent's Financial Statement (PFS) annually by a deadline specified by the Office of Admissions. Parents of prospective students are should submit a PFS when they submit their child's application to Manlius Pebble Hill School so that we may discuss your eligibility for aid during the admissions process.

**Overview:** Manlius Pebble Hill School relies on a methodology created by School and Student Services (SSS) to determine eligibility for need-based financial aid. To apply, you will need to complete the **Parents' Financial Statement (PFS)** on the SSS website. SSS then estimates the amount you can contribute towards tuition, called the "Estimated Family Contribution" and shares that information with Manlius Pebble Hill School for use in their decision making process.

Manlius Pebble Hill School uses the information from the PFS as a starting point when determining financial aid awards, but also considers the School's Financial Aid policy, practices and available budget. Formal notification of your financial aid award will be included in your child's Reenrollment or Enrollment Packet.

To begin, follow the instructions below:



## STEP 1: COMPLETE THE PFS

- Collect the necessary documents. You will be asked to enter income and tax information from 2016. ***If you have not completed your taxes, it is ok to estimate your answers based on previous year's tax returns.*** Since you will eventually need to upload your 2016 tax return to SSS, try to estimate as accurately as possible.
- Go to <http://sssbynais.org/parents>.
- Create or login to your PFS Online account with your email address and password.
- Complete and submit your PFS. You can log out of the PFS Online at any time, then return later to complete it. Note that submission of the PFS carries a non-refundable \$48 fee.
- If you need help, contact SSS Customer Service at (800) 344-8328. They can provide tips and advice to help ensure your PFS is completed properly.



## STEP 2: UPLOAD YOUR TAX RETURN and W-2 Forms by April 15, 2017

- You will be required to upload your 2016 tax return and W2 forms to SSS by April 15, 2017. You will receive an email reminder approximately two weeks before the deadline.
- About 24 hours after submitting your PFS, you'll have access the "Manage Documents" section, where you can upload your return and W-2 forms.
- From your PFS Online Dashboard, click on the "Manage Documents" tab. Click on "Upload Documents," then "Browse" to locate the documents on your computer.
- Note: your document will NOT appear immediately in the "Received Documents" section. It can take up to 48 hours for it to be received and then validated.

## KEY INFORMATION

**Manlius Pebble Hill School code:** 4804

**Required Documents:** 2016 Tax Return and W-2 Forms. The deadline to upload your 2016 return and W-2 forms to SSS is April 15, 2017.

**What if my 2016 taxes have not been completed?** Complete your PFS using estimates based upon your 2015 income and tax information. Once your 2016 information is available, you can log into SSS to make corrections to your PFS. The financial aid process allows for a slight margin of error, understanding that many parents are estimating their information until 2016 income and tax documents are available.

# 10 Tips for Completing Your PFS

- 1. Complete only one PFS per household.** You can apply for aid for any number of children using just one PFS.
- 2. Use your legal name.** Make sure your name on the PFS appears exactly the same way your name appears on your tax documents.
- 3. Enter whole numbers.** When entering numbers, round to the nearest whole numbers- no decimals or cents. 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 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 on the PFS.
- 6. Estimate your taxes.** We realize that most tax forms are not available until late January. If you don't have your current year's taxes available, it's ok to estimate your answers based on your prior year's tax return.
- 7. Upload your documents.** Set a calendar reminder to upload your tax return and W-2 forms by April 15. Simply visit the “My Documents” tab within the dashboard of your PFS.
- 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 link that lists 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

Questions? Contact SSS Customer Service at (800) 344-8328