

HOW TO APPLY FOR FINANCIAL AID FOR THE 2016-2017 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 SSS's online **Parents' Financial Statement (PFS)**. They will estimate the amount you can contribute towards tuition, called the "Estimated Family Contribution" and share that information with the Office of Admissions at 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 Acceptance Packet.

To begin, follow the instructions below:



STEP 1: COMPLETE THE PFS ONLINE

- Collect the necessary documents. You will need your most recent tax return in order to complete the PFS. ***If you have not completed the current year's tax return, it is ok to estimate your answers based on previous years returns.*** You will eventually need to upload your 2015 tax return to SSS so be careful to estimate as accurately as possible.
- Go to <http://sssbynais.org/parents>.
- Create your PFS Online account with your email address and a password. *Returning applicant should login using the email address and password you set up last year.*
- 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 \$47 fee.
- If you need help at any point, 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, 2016

- You will be required to upload your 2015 tax return and W2 forms to SSS by April 15, 2016. 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 SSS code: 4804

Required Documents: 2015 Tax Return and W-2 Forms (must be uploaded to SSS by April 15, 2016).

What if my 2015 taxes have not been completed? You can submit the PFS using estimates based upon your 2014 return and log back in to SSS at a later date to upload your 2015 tax return and W-2 forms. The deadline to upload your 2015 return and W-2 forms to SSS is April 15, 2016.

10 Tips for Completing Your PFS

- 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 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. Don't forget the cover sheet.** If you need to mail additional documents to SSS, please include the SSS cover sheet so your documents will be properly matched with your applications.
- 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



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