

The Manlius Pebble Hill School Flexible Tuition Program helps us to achieve our goal of creating the best possible learning environment for our students. We are deeply committed to fostering a diverse school community, comprised of families from all walks of life, where bright, talented students can come together to learn and grow.

To determine eligibility to receive financial assistance, MPH relies on a methodology created by School and Student Services (SSS), a part of the National Association of Independent Schools. Parents must complete the **Parents' Financial Statement (PFS)** on the SSS website. SSS will calculate your family's ability to pay tuition, or your "Estimated Family Contribution," and share that information with Manlius Pebble Hill School.

MPH uses the information from SSS as a starting point to determine financial aid eligibility, but also considers our financial aid policies, practices, and available budget when making decisions. Notification of financial aid eligibility and the awards are included in your child's Reenrollment packet (current families) or Acceptance Packet (new families).

STEP 1: COMPLETE THE PFS AND SEND TO MPH (SCHOOL CODE: 4804)

- Go to <http://sssbynais.org/parents> and create/login to your PFS Online account with your email address and password.
- Complete and submit your PFS. You will be asked to enter income and tax information from 2017. *If you have not completed your 2017 taxes, it is ok to estimate your answers based on previous year's tax returns.*

You can log out of the PFS Online any time and return later to complete it. Submission of the PFS carries a fee of \$49. If you need help, contact SSS Customer Service at (800) 344-8328. They will gladly provide tips and advice to help ensure your PFS is completed properly.

STEP 2: UPLOAD YOUR TAX RETURN & W-2 FORMS BY APRIL 15, 2018

- For verification purposes, you must upload a copy of your 2017 tax return and W-2 forms to your PFS account no later than April 15, 2018.
- 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 that it can sometimes take 24 hours after submission of your PFS for the "Manage Documents" tab to appear, and up to 48 hours for your uploaded documents to appear once they have been uploaded.