The Financial Aid Application

Step by Step

Thank you for your interest in Fountain Valley School for the 2013-2014 school year. To be eligible for consideration for financial aid, you must complete your Parents’ Financial Statement (PFS) and submit all supporting documents by March 1. We will communicate decisions about financial aid on March 11.

FVS uses School and Student Services (SSS) to process financial aid applications. Based on the financial information you provide in the Parents’ Financial Statement, SSS gives us an estimated amount your family can contribute to educational expenses. This estimate is a starting point to help us make fair and objective financial aid decisions. To begin your financial aid application for the 2012-13 school year, please follow the THREE steps below.

1. COMPLETE THE PARENTS’ FINANCIAL STATEMENT (PFS) ONLINE

1. Go to sss.nais.org/parents.
2. Click on the “Apply Now” button. (You only have to complete one PFS, even if you have several children applying.)
   Our school code is 3244
3. You will set up a PFS Online account using your e-mail address and a password. Returning parents: If you completed an online PFS application last year, use your e-mail address and existing password. If you have forgotten your password, click on “Forgot my password.”
4. Submit and pay for the PFS ($35). This fee is nonrefundable.

2. SUBMIT SUPPORTING DOCUMENTS to SSS

FVS requires that you submit to SSS by mail or online the following documents in addition to your completed Parents’ Financial Statement:

- A signed copy of the IRS Form 4506T
- 2011 and 2012 IRS Form W2 and/or 1099 earning statements
- 2011 and 2012 IRS Form 1040 with all supporting schedules
- 2011 and 2012 Student tax returns – If applicable
- 2011 and 2012 Business Tax Returns- Required only for parents who own a business and/or a farm
- 2012 Business Farm Statement - Required only for parents who own a business and/or a farm

Tip: Mail any documents 10 days in advance of the deadline to allow for mail delivery and for SSS’s processing time.

To submit these documents by mail, send one copy (not the original) of each document with a Required Documents Cover Sheet to: SSS By NAIS, P.O. Box 449, Randolph, MA 02368-0449 USA. (For overnight mail: SSS By NAIS, Processing Center, 437 Turnpike Street, Canton, MA 02021.)

To submit these documents online, go to the Manage Documents tab in the PFS Online. There you can upload documents from your computer. Save each document separately in one of the following formats: Adobe Acrobat pdf, Microsoft Word, .jpg, or .tif. On the Manage Documents page, click on “Browse,” locate the document, then click on “Upload.”

For PFS/Document submission support please call SSS Customer Service at (800) 344-8328
3. SUBMIT COPIES OF ALL 2012 TAX FORMS to FVS (No later than MARCH 1)

- 2012 IRS Form W2 and/or 1099 earning statements
- 2012 IRS Form 1040 with all supporting schedules
- 2012 Student tax returns – If applicable
- 2012 Business Tax Returns- Required only for parents who own a business and/or a farm

** Helpful tips

- 2011 documents should be used as tools when completing the PFS.
- Send 2011 tax information to SSS immediately after completing the PFS.
- Send copies of your documents – not originals.
- Do not use staples or paper clips