FINANCIAL AID: INSTRUCTIONS FOR COMPLETING THE PARENT
FINANCIAL STATEMENT AND SUBMITTING DOCUMENTS

Pine Crest School partners with School and Student Services (SSS) by the National Association of Independent Schools (NAIS) in our financial aid process. To begin your financial aid application, you will complete your Parents Financial Statement (PFS) on the SSS website. **Your PFS must be completed in time for Pine Crest to receive it by Monday, February 1, 2016.**

The PFS is a comprehensive application that will take some time to complete. Give yourself the time you need by not waiting until the deadline to begin. You will need your 2014 tax return before beginning the PFS. We also recommend that you review the wide range of materials that SSS has put together to help families with the financial aid process. They can be found at **sss.nais.org/parents**.

**FINANCIAL AID CHECKLIST**

- Receive admission to Pine Crest School.
- Complete the enrollment process.
- Complete the online financial aid application on SSS by NAIS by **Monday, February 1, 2016**.
- Upload your signed 4506-T by Monday, **February 1, 2016**.
- Upload your 2014 signed federal tax returns, plus all supporting schedules, W2, and explanations by **Monday, February 1, 2016**.
- Request for transportation, laptops, parking, and extended day must be made in the additional comments section of the PFS by **Monday, February 1, 2016**.
- All 2015 signed federal tax returns, plus all supporting schedules, W2, K-1’s and explanations must be uploaded by **Friday, April 1, 2016**.

**Important Reminders**

- Pine Crest will not process or review the financial aid application until the student is enrolled in the school.
- Pine Crest will not award financial aid until all 2015 tax documentation is uploaded and reviewed.
- Filing extensions place your decision and/or award in jeopardy. Pine Crest does not reserve financial aid funds due to late tax filings.

**HOW TO COMPLETE THE PFS ONLINE**

- Beginning Monday, November 2, 2015, go to **sss.nais.org/parents** and apply.
- Create your PFS Online account with your email address and a password. If you applied for financial aid last year, simply log in to the PFS Online as a Returning Family, using the email address and password you set up last year.
- Begin a PFS for Academic Year 2016-17. You can log out of the PFS Online at any time, then return later to complete it.
- After you have pressed submit, you will be brought to a payment screen.
- After you pay for and submit your PFS, you will have access to a section called “My Documents.”
- If you upload documents online, they will be available on the My Documents page within five minutes of your upload. It is important to note, however, a distinction between uploading your documents and fulfilling your requirements. SSS is required to review the documents, verify their authenticity, and label them for our use. This process typically takes up to three business days.
- If you are submitting a 1040 “bundle” (like Turbo Tax and other tax preparation services provide), and it includes images of your W-2(s) along with your supporting tax schedules, you do not have to upload your W-2 document(s) separately.

If you need help completing the PFS, please contact SSS customer service at 800-344-8328.

For more information regarding financial aid at Pine Crest School, click here.