

APPLYING FOR FINANCIAL AID FOR THE 2018-19 ACADEMIC YEAR

We partner with School and Student Services (SSS) by NAIS in our financial aid process. To begin your financial aid application, you will complete SSS's Parents' Financial Statement (PFS).

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'll need your most recent 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 ssbynais.org/parents.

Families who have submitted all required documents by the due dates, and who have returned their signed enrollment agreements by the due dates, will be given first consideration for financial aid. Families submitting required documents after the due dates may be considered for a financial aid award ONLY IF financial aid funds are still available.

Once all required documents have been received, the Financial Aid Committee will review the information to determine eligibility for financial aid. To make our decision, we use the information from the PFS as a starting point but also consider our school policy, practices, and available budget.

HOW TO COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

- Beginning December 1, 2017, go to <https://sss.secure.force.com/familyportal>.
- Create your PFS Online account with your email address and a password. If you applied for financial aid last year, simply login 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 2018-19. You can log out of the PFS Online at any time, then return later to complete it.
- After you have pressed submit, you'll be brought to a payment screen. The fee of \$49 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- **PLEASE NOTE: DIVORCED/SEPARATED PARENTS** are considered to be separate households. As such, each parent is required to complete a separate PFS online.

HERE'S KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE PFS:

Our school's full name: **The Island School** Our school's SSS code: **4151**

Due date for completing the **Parents' Financial Statement**: **February 2, 2018**

Due date for submitting **required documents** directly to The Island School: **February 28, 2018**

Required Documents:

2017 Form 1040, **including ALL attached schedules**

Families must submit all required information by the due dates in order to be considered for financial aid.

Please contact Loretta Morgan, Business Manager, at 206-842-0400 or Loretta@theislandschool.org if you have any questions.