



Rowland Hall

EXTRAORDINARY LEARNING

Financial Aid for the 2012-2013 Academic Year Application Instructions

The Rowland Hall Financial Aid Committee requires the completion and submission of specific documents to assist the school in the process of making financial aid award decisions. Please be certain the following steps are completed by **March 1**. Please contact Michelle Rasich, Director of Financial Aid, at (801) 924-5957 if you have any questions.

Step 1:

Complete the Rowland Hall Application for Financial Aid

Step 2:

Complete your 2011 Federal Tax Return.

Step 3:

Go to sss.nais.org/parents before the deadline of **March 1** to complete the Parent Financial Statement (PFS). **The SSS code for Rowland Hall is 6165.** The PFS Helpline is (800) 344-8328.

- Your Username is your e-mail address. Create your own password to start a PFS. This will allow you to save and return to your application before submitting it. **Be sure to write down your PFS password.**
- Print the final confirmation page. This page is your record of when you submitted the PFS. Keep it for future reference.
- Print the required Cover Sheet to accompany your tax documents to SSS. This is what will link your tax records to your PFS.

Step 4:

Complete and submit (upload to SSS or mail to SSS) the following required documents.

- Rowland Hall Financial Aid Application.
- Final 2011 federal tax returns with all supporting schedules.
- W-2's.
- IRS Form 4506-T. Complete lines 1-4 and sign, but do not date this form. Please keep copies for your records.
- SSS Business/Farm statement (if applicable).

Financial aid will not be determined until the Rowland Hall Financial Aid Application, the Parents Financial Statement (PFS), complete federal tax returns with all supporting schedules, W-2's, form 4506-T, the PFS assessment, and the Business/Farm Statement (if applicable) have all been received ***for both parents.*** Priority will be given to those complete files postmarked/electronically submitted by March 1.

The Financial Aid Committee will review all applications received by March 1 in order to mail award letters in late April.

The Financial Aid Committee maintains a policy of strict confidentiality concerning all inquiries, applications, and awards. We ask that families applying for and/or receiving aid maintain this policy.

Uploading required documents to SSS is preferred. To mail all required documents:
School & Student Services (SSS), P.O. Box 449, Randolph, MA 02368-0449.

For SSS Technical support or customer service, please call (800) 344-8328.
To contact Michelle Rasich, Rowland Hall Director of Financial Aid, please call (801) 924-5957, or email michellerasich@rowlandhall.org