

# APPLYING FOR FINANCIAL AID FOR THE 2018-19 ACADEMIC YEAR

St. Elizabeth High School has partnered with School and Student Services (SSS) by NAIS in our financial aid process. To begin your financial aid application, you will complete the Parents' Financial Statement (PFS).

St. Elizabeth High School will communicate the financial aid decision to you. St. Elizabeth School makes its own financial aid decisions based on the PFS data while taking into consideration the school budget and financial aid policies.

## Step 1 COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

- Beginning October 2, 2017, go to: <https://sssbynais.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 *The fee of \$49 is nonrefundable.* Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, you'll have access on the PFS Online to a section called "My Documents." You must upload the additional documents as instructed in step 2.

## Step 2 SUBMIT ADDITIONAL REQUIRED DOCUMENTS ONLINE

- Return to the PFS Online and login.
- From the PFS Online, click on the "My Documents" tab.
- On the "My Documents" page, you will see an upload button or a hyperlink next to a specific document name in the "Required Documents" section of the PFS. Clicking either the upload button or a hyperlink will lead you through a series of steps allowing you to name, locate and save the file.
- Once you have uploaded a document, the date will appear in the "Date Uploaded" column within minutes of the upload. Some tax documents go through a verification process. It can take up to 48 hours for the verification process to complete.
- If you wish to submit required documents by mail, send to School and Student Services, PO Box 449, Randolph, MA 02368. For overnight service, use: School and Student Services, 15 Dan Road, Suite 102 Canton, MA 02021. **Mail the documents early - at least 10 days prior to the deadline.**

If you need help completing the PFS, contact SSS customer service at **(800) 344-8328** or [sss@nais.org](mailto:sss@nais.org).

School Name: St. Elizabeth High School SSS Code : 6418

Deadline for completing the PFS: **January 3, 2018**

Documents families are **required** to submit, in addition to the PFS:

- **2016 1040**
- **2016 W2 Form tax return**