



# How to Apply for Financial Aid

## Information for Families

Thank you for your interest in Heathwood Hall Episcopal School for the 2012-13 school year. You may begin to apply for financial aid starting on November 1, 2011, as described below. To be eligible for consideration for financial aid at Heathwood Hall, you must complete your application by **Friday, January 20, 2012**. We will communicate decisions about financial aid on an on-going basis.

Heathwood Hall has again contracted with School and Student Services (SSS) to process financial aid applications. SSS is a service of the National Association of Independent Schools. Based on the financial information you provide, SSS gives us an estimated amount your family can contribute to educational expenses. This helps us make fair and objective financial aid decisions. To begin your financial aid application for the 2012-13 school year, follow these steps below.

### ONLINE

1. Starting on November 1, 2011, go to [sss.nais.org](http://sss.nais.org).
2. Click on the green "Apply Now" button to begin your Parents' Financial Statement (PFS). You only have to complete one PFS even if you have several children applying to our school. If you are applying for aid for the first time, click on the green "Create an Account" button. You'll be asked to enter your name and email address and to select a password. If you applied last year, enter your login and password from last year in the section called "Returning Families." If you have forgotten your login information, click on "forgot your password."
3. Download the PFS Online Workbook and refer to on-screen help for guidance along the way. You can log out of the PFS Online at any time -- then return later to complete your PFS. **Heathwood Hall's school code is 3793.**
4. Please submit your most recent tax returns, IRS Form 4506-T, and the SSS Business/Farm Statement (for parents who own their own business, farm or private practice) to Jane Beach in the Heathwood Hall admission/financial aid office. Your documents will be handled with the utmost level of security.

### A New Look at [sss.nais.org](http://sss.nais.org)

Families who have applied for financial aid in the past will see that this website looks different. It uses the same methodology and will require the same information. But we think you will find the interface and on-screen help more user-friendly:

- Clear, step by step instructions
- Ability to begin a PFS and complete it at a later date
- Ability for you to track the receipt of documents you submitted
- Online help to ensure successful submission

**For questions regarding the PFS Form, call (800) 344-8328 (Mon - Fri: 9am - 8pm EST. Sat: 9am - 4pm EST)**

**ADDITIONAL DOCUMENTATION to be submitted to the Admission Office**

1. A printed copy of your completed PFS application
2. The SSS Business/Farm Statement (for parents who own their own business, farm or private practice). Available from the SSS website or the admission tab of the Heathwood website under the financial aid link.
3. IRS Form 4506-T (found on the admission tab of the Heathwood website under the financial aid link).
4. A signed and complete copy of your most recent federal income tax return including any and all accompanying schedules
2. Copies of your earnings statements (form W-2 and/or 1099)
3. The Notice of Financial Aid Application attached to this document

Returning families should complete all steps above by January 20, 2012. New and prospective families should provide the school with these same materials as early as possible. The school's Financial Aid Committee cannot begin a review or make an award until all necessary documentation is in a family's file.

Heathwood families who received financial aid previously are given first priority for new awards when the review process begins in February. Heathwood families that are applying for aid for the first time, new, and prospective families are encouraged to complete their files early so that they are ready for review while funds are still available to help those who qualify for need-based assistance. New families are reviewed for awards only after their students complete the admission process and are offered enrollment.

**For parents who are divorced, separated or have never married, the above steps apply to both the custodial and the non-custodial parents, including step-parents, partners and other adults in the household. It is the responsibility of the custodial parent to ensure that the non-custodial parent submits the necessary paperwork and meets the deadlines. For more details, consult the school's Financial Aid Guidelines on the Heathwood website.**

For questions, contact: Jane Beach  
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