

## ***Financial Aid at Beacon Hill Nursery School***

Thank you for your interest in Beacon Hill Nursery School for the 2018-19 school year! We strive to make Beacon Hill Nursery School accessible and affordable to all families interested in pursuing a Beacon Hill Nursery School education. Financial aid is a key resource in making this possible.

All financial aid is awarded on the basis of demonstrated need. The school uses the School and Student Service for Financial Aid (SSS), a service of the National Association of Independent Schools (NAIS), to collect and analyze family data in determining need. Financial choices that result in increased expenses or decreased income will not be underwritten by the school's financial aid program.

To be eligible for consideration for financial aid, you must complete your application and submit all required documentation by the deadlines noted below. Please note that you can begin the application process as early as November 2017. It is the responsibility of all applicants to make sure all required paperwork is submitted accurately and in a timely manner. We will communicate decisions about the financial aid by March 10, 2018.

Please visit <https://sssbynais.force.com/familyportal/familylogin> for instructions, resources, forms and documents you will need throughout the financial aid application process. You'll have access to many valuable resources at this parent website which will assist you in completing your application. A particularly helpful document is the PFS workbook which can be accessed on the parent website and will help you in gathering information needed to complete the PFS.

### ***Financial Aid Application Steps***

- 1. Parents' Financial Statement (PFS) –**
  - complete the PFS online at [www.sssbynais.org/parents](http://www.sssbynais.org/parents)
  - The SSS school code for Beacon Hill Nursery School is **3238**.
  - Parents living in separate households must complete separate financial aid applications for each household.
- 2. Additional supporting documents.** When you enter the SSS website, you will be given instructions about submitting additional documents to SSS. These documents can be uploaded online within the portal or you can send paper copies to one of the addresses shown below. If mailing paper copies, please download the cover sheet from the mydocuments tab within the portal and include in your package.

Mailing Address:  
**Application Processing Center**  
**P.O. Box 449**  
**Randolph, MA 02368-0449**

Overnight Address  
**15 Dan Road**  
**Suite 102**  
**Canton, MA 02021**

We require the following supporting documents:

- Copy of 2016 Federal Tax return with all applicable schedules
- Copy of all 2016 W-2 and 1099 forms
- Copy of final pay stub(s) for 2017
- Copy of 2017 Federal Tax return with all applicable schedules
- Copy of all 2017 W-2 and 1099 forms
- Copy of all year-end mortgage statements for 2017
- Completed Farm & Business Income Form if you are self-employed or own your own business (available online through SSS)
- Signed & completed IRS Form 4506-T authorizing BHNS the ability to request a copy of a transcript of your 2017 tax filing. This form is available on the parents' website under the mydocuments tab along with instructions to complete. DO NOT send in the fee, but please sign and date the form prior to uploading.

For questions regarding completing the PFS form, please contact SSS by NAIS directly at (800) 344-8328, Monday through Friday: 9am – 8pm EST or Saturday: 9am – 4pm EST

### **Important Deadline Dates**

#### ***February 1, 2018:***

**The following documents are due by this date. However, you may apply beginning in November 2017.**

- Parents' Financial Statement (PFS)
- Copies of 2016 Tax Returns & ALL Supporting Schedules
- Copies of all 2016 W-2 and 1099 forms

#### ***March 1, 2018:***

**The following documents are due by this date.**

- Copies of 2017 Tax Returns and ALL Supporting Schedules
- Business Income Statement (if you are self-employed or own a business)
- Copy of each parent's final pay stub(s) for the year 2017
- Copy of all 2017 W-2 and 1099 forms
- Completed, signed & dated Form 4506-T (available through SSS)
- Copy of all year-end mortgage statements for the year 2017

***NOTE: Please begin filing your 2017 taxes early to meet the March 1<sup>st</sup> deadline. No award is made until the process is completed and all required paperwork has been submitted.***

### ***Questions***

If you have any questions about the process, please contact:

Christine Miller, Interim Director of Finance & Operations

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