Applying for Financial Aid for the 2014 – 15 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 sss.nais.org/parents.

We will communicate our financial aid decision to you. 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

- Go to sss.nais.org/parents.
- 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 2014-15. 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 $41 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- About 24 hours after you pay for and submit your PFS, you'll have access on the PFS Online to a section called "Manage Documents." You can upload the additional documents we require there.

HOW TO SUBMIT ADDITIONAL REQUIRED DOCUMENTS ONLINE

- Prepare your documents to be uploaded. Make sure the documents are on your computer, each saved as a separate file. They can be saved in any of the following file formats: Microsoft Word, Excel, Adobe pdf, .jpg, .gif, or .tif. Remove any security or password protection from your pdfs.
- Return to the PFS Online and login.
- Select the Academic Year 2014-15 button.
- From your PFS Online Dashboard, click on the "Manage Documents" tab.
- On the Manage Documents page, under "Upload Documents," click "Browse," then locate the place the document is on your computer.
- Click "Upload Documents." Once you have up loaded a document, it will NOT appear immediately in the "Received Documents" section on this page. It can take up to 48 hours for it to be received and then validated.

If you wish to submit submitting required documents by mail, send to School and Student Services, PO Box 449, Randolph, MA 02368-0449. For overnight service, use: School and Student Services, 437 Turnpike Street, Canton, MA 02021. **If you need help completing the PFS, contact SSS customer service at (800) 344-8328.**

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

Our school's full name: **Saint Louis Zoo Preschool**

Our school's SSS code: **206132**

Due date for completing the PFS: **March 30**

Due date for submitting additional documents (see below): **March 30**

Documents we require you to submit, in addition to the PFS:

- **2013 1040, 1040A or 1040EZ**
- **2013 W2 Form**

Saint Louis Zoo
Animals Always®