



PROCEDURE FOR COMPLETING THE 2010–2011 FINANCIAL AID APPLICATION

APPLICATION INSTRUCTIONS

In order for an application to be considered complete, all of the requirements outlined below must be met. Priority is given to returning families receiving financial assistance, returning families whose financial position has changed and are now applying for financial assistance, and faculty families. Failure to comply with deadlines or submit all necessary forms may result in loss of priority and being placed in the financial aid wait pool. Questions or concerns should be directed to the Director of Admissions and Financial Aid.

1. December 1, 2009

- a. Materials and instructions for applying are available through our web site at www.aseds.org.
- b. The Financial Aid Request Form should be returned to the ASEDS Admissions and Financial Aid Office as soon as possible so that we are aware of your potential need.

2. February 5, 2010

- a. Deadline to submit the Parents' Financial Statement (PFS) through SSS by NAIS online at www.sss.nais.org. (SSS Code:1208) A worksheet and instructions can be found at www.sss.nais.org or www.aseds.org.
- b. Submit a photocopy of your W2 form(s) and any other statements of income to SSS by NAIS.

3. March 1, 2009

- a. Submit a photocopy of signed 1040 forms and all schedules for 2008 and 2009 to SSS by NAIS.
- b. If you are a business owner or partner, submit a photocopy of signed IRS Corporate Tax Returns for 2008 and 2009 to **SSS by NAIS**.
- c. Submit IRS Form 4506T **signed**, but **not dated** to **SSS by NAIS**.

Helpful Hint

Please note that some forms will be submitted to All Saints' while others will be submitted to SSS by NAIS. It is important that W2's and all tax documents be submitted directly to SSS by NAIS at the following address:

Standard Delivery
SSS by NAIS
Application Processing Center
P.O. Box 449
Randolph, MA 02368

Overnight Delivery
SSS by NAIS
Application Processing Center
437 Turnpike Street
Canton, MA 02021

Families whose files are complete will be notified of financial aid grants as soon as possible after receiving re-enrollment contracts or acceptance information. All Saints' will make financial assistance awards only as long as funds are available, so we reiterate the importance of completing and filing all of the required forms and information promptly. Families who are placed in the financial aid wait pool will be notified if funds become available.