



Atlanta International School

2011-2012 Financial Aid Application Procedure

INSTRUCTIONS FOR ALL FAMILIES APPLYING FOR FINANCIAL AID

Thank you for your interest in Atlanta International School for the 2011-2012 school year. You may begin to apply for financial aid starting on November 1, 2010. To be eligible for consideration for financial aid, you must complete your Parents' Financial Statement (PFS) by March 1, 2011. We will communicate decisions about financial aid on April 1, 2011.

We use 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 in the Parents' Financial Statement, SSS gives us an estimated amount your family can contribute to educational expenses. This estimate is a *starting point* to help us make fair and objective financial aid decisions. To begin your financial aid application for the 2011-2012 school year, please follow these steps below. (You only have to complete one Parents' Financial Statement, even if you have several children applying.)

TO COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

1. Starting on November 1, 2010, go to sss.nais.org/parents.
2. Click on the "Apply Now" button.
3. You will set up a PFS Online account using your e-mail address and a password, which will allow you to return to work your PFS again before submitting it. *Returning parents: If you completed an online PFS application last year, use your e-mail address and existing password. If you have forgotten your password, click on "Forgot my password."*
4. Submit and pay for the PFS (\$35). This fee is nonrefundable.
5. Print out the Required Documents Cover Sheet to use when sending in the additional documents we require. *Your submission confirmation page will link to a Required Documents Cover Sheet that is pre-populated with your information. Or to access your cover sheet any time, log into PFS Online and click on "Print Cover Sheet."*



Why apply online? Your information will be delivered to us more quickly and accurately, allowing us to make a faster financial aid decision. You'll also save \$12.

TO COMPLETE A PRINTED PARENTS' FINANCIAL STATEMENT FORM

1. If you don't already have a printed Parents' Financial Statement (PFS) form, call our school at 404-841-3885 or stop by the Admission Office to pick one up.
2. Complete the PFS and return it with nonrefundable payment (\$47) to: SSS By NAIS, P.O. Box 449, Randolph, MA 02368-0449 USA. (For overnight mail: SSS By NAIS, 437 Turnpike Street, Canton, MA 02021.)
3. The PFS comes with a Required Documents Cover Sheet. Use this when sending in additional documents we require.

ADDITIONAL DOCUMENTS WE REQUIRE

Our school requires that you submit to SSS by mail or online the following documents in addition to your completed Parents' Financial Statement: 2010 1040 with schedules, W-2(s) and/or 1099, and any additional tax information required. SSS must receive and process these documents before the March 1, 2011 deadline.

- **To submit these documents by mail**, send one copy (not the original) of each document with a Required Documents Cover Sheet to: SSS By NAIS, Processing Center, P.O. Box 449, Randolph, MA 02368-0449 USA. (For overnight mail: SSS By NAIS, Processing Center, 437 Turnpike Street, Canton, MA 02021.) *Tips: Do not fold or paper clip documents. Enclose with the Required Documents Cover Sheet in a large envelope of approximate size 9"x 12."*
- **To submit these documents online** at sss.nais.org/parents after you complete your PFS, follow the instructions for how to upload documents.



Tip: Mail any documents 10 days in advance of the deadline to allow for mail delivery and for SSS's processing time.

Call SSS Customer Service at (800) 344-8328 with any questions (M-F: 9am-8pm EST. Sat: 9am-4pm EST)