



Dear Parents,

We are pleased that every year we are able to help families begin or continue at Montclare Children's School, and want to thank our community's efforts to support our growing Scholarship Fund. We sincerely hope that if you apply for Financial Aid we will be able to meet your needs.

Important facts you should know about our Scholarship Fund and applying for Financial Aid:

- Returning families must re-apply for Financial Aid every year.
- The Fund is supported entirely by charitable contributions to the Montclare Parent Association (Tax ID 92-0188500). The Montclare community raises these funds through fundraising activities, such as the annual benefit, book sales, and generous contributions from individual donors.
- Historically, the Scholarship Fund has been able to provide assistance to both returning and new Montclare families. The funds available each year for assistance are dependent upon the monies raised. If funds are limited, priority is given to families currently enrolled at the School.
- Since yearly fundraising cycles can yield different results, there is no guarantee of ongoing support throughout a family's tenure at Montclare Children's School.
- Payment Plans are available for all families applying for Financial Aid.
- At Montclare, Financial Aid is based upon demonstrated need. Need is determined by the financial data presented in the Student Service for Financial Aid by NAIS (SSS) system and through additional financial information, such as IRS tax returns.** Families are welcome to provide a letter to further explain their current financial situation and their ability to contribute to tuition moving forward.
- Families applying for assistance will be contacted directly by Montclare Children's School on or around **February 12, 2016**. Once families are notified, they are granted one week to accept the Financial Aid award.
- If your child is granted Financial Aid, your 2015 Federal Tax Return is required for verification of your grant. Please upload your return to SSS no later than **March 1, 2016**. Families applying for Financial Aid, must complete their taxes early, and may not file for an extension.

All application materials must be completed and turned in by **January 7, 2016** in order for your child to be considered for Financial Aid.

Please be aware that late submissions of any part of your application will jeopardize your child's Financial Aid eligibility.

If you are applying or reapplying for Financial Aid, or if you have any questions, please contact our Admissions Assistant, Yukie Donelan at ydonelan@montclareschool.org. Our hope is to make this process as simple and straightforward as possible for you.

Sincerely,
Chad Small

**MONTCLARE CHILDREN'S SCHOOL REQUEST FOR FINANCIAL AID
2016-2017**

To be considered for Financial Aid for the 2016-2017 school year, Montclare Children's School requires that all families provide their financial data through the online Student Service for Financial Aid by NAIS (SSS) form. If there is additional information you would like to communicate to the school, or you believe that some items presented in the SSS form may need clarification, you are encouraged to provide a letter of explanation to the school.

Please follow the steps below in order for us to have complete information by JANUARY 7, 2016:

- Fill out the Student Service for Financial Aid by NAI (SSS) Form (this form can be filled on-line at <http://sss.nais.org/>, and the Montclare Children's School code for SSS is **#3980**).
- When filling out the form, please report all items thoroughly and accurately for 2015, and attempt to project for 2016.
- If there have been any changes since your 2014 filed returns, please be sure to accurately reflect those changes, rather than just transposing the numbers.
- After submitting the online PFS, please print a cover sheet to accompany your required supporting documents (tax returns, etc.) if you plan to mail them to SSS. Or, please upload your documents as directed under the "Managed Documents" section.
- Backup documents must be submitted to SSS – NOT to Montclare Children's School.
- Submit/Upload your 2014 Federal Tax Returns, including all schedules, attachments, W-2, and 1099 Forms.
- If you are the owner/partner of a corporation/partnership, please upload any business filings for the most recent fiscal year.

When Sending Supporting Documents By Mail:

Send paper copies by mail with the SSS Cover Sheet to:

REGULAR MAIL SSS by NAIS
P.O. Box 449
Randolph, MA 02368

EXPRESS or OVERNIGHT MAIL SSS by NAIS
Application Processing Center
437 Turnpike St.
Canton, MA 02021

SPECIAL CIRCUMSTANCES REGARDING APPLYING FOR FINANCIAL AID:

Divorced or separated parents should each complete a separate PFS. Any step-parents should also be included.

If you list more than \$5,000 in Unusual Expenses, you must submit documentation or receipts for those expenses.

In order to get you started, here is a helpful guide:

http://sss.nais.org/Parents/FinancialAidResources/Documents/PFSO_Workbook.pdf