



Applying for Financial Aid at Horace Mann School for the 2013-14 Academic Year: Applicant Families

We partner with School and Student Services By NAIS (SSS) in our financial aid process. To begin your financial aid application you will complete the Parents' Financial Statement (PFS). Complete just one PFS, even if you have more than one child applying for aid. Completing the PFS online will save you time and money, and will help us make our financial aid decision more quickly.



How to Complete the Parents' Financial Statement (PFS) Online

1. **Starting November 1, 2012, go to the SSS Website at sss.nais.org/go/parents. Click on the green "Apply Now" button to enter the PFS Online.**

2. **Login to the PFS Online.**

- *Are you applying for aid for the first time?* Click on the green "Create an Account" button. You'll be asked to enter your name and email address and to select a password.
- *Did you apply last year?* Enter in your login and password from last year in the section called "Returning Families." If you have forgotten your login information, click on "forgot your password."

3. **Begin a PFS for Academic Year 2012-13.**

Download the PFS Online Workbook and refer to on-screen help for guidance along the way. You can log out of the PFS Online at any time -- then return later to complete your PFS.

4. **Pay for and submit your PFS.**

The fee of \$39 is nonrefundable. Once you have paid for and submitted your PFS, we will receive your information at our school. About 24 hours after you submit your PFS, you can go back to the PFS Online to submit any additional documents (see next section) and to view your Family Report, which summarizes the information we will receive.

We will communicate our financial aid decision to you.

To make our decision, we use the information from the PFS as a starting point. We also consider our school's policy and practices, as well as the budget we have available.



If you wish to complete the PFS using the paper form (\$51 fee), please contact our school for a form. Mail 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 have questions as you complete the PFS, contact SSS customer service at (800) 344-8328.



How to Submit Additional Required Documents Online

Approximately 24 hours after you have paid for and submitted your PFS online, you will have access to the Manage Documents section of the PFS Online, where you can upload documents.

1. **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 and each must be not more than 1.5 MB in size: Microsoft Word, Excel, Adobe pdf, .jpg, .gif, or .tif. Remove any security or password protection you may have on any pdfs and black out any social security numbers.

2. **Go to the PFS Online and login.**

3. **Select the Academic Year 2013-14 button.**

4. **From your PFS Online Dashboard, click on the purple "Manage Documents" tab.**

5. **On the Manage Documents page, under "Upload Documents," click "Browse," then locate the place the document is on your computer.**

6. **Click "Upload Documents."**

Once you have uploaded a document, it will NOT appear immediately in the "Received Documents" section on this page. It can take up to 72 hours for it to be received and then validated. Once it does appear in the "Received Documents" section, that means that we, at our school, now have access to it.



If you wish to submit documents by mail, send them with a COVER SHEET (found at sss.nais.org/go/coversheet) 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

Here's key information you need to know about our school as you complete the PFS:

Our school's full name: **Horace Mann School**

Our school's SSS code: **4006**

Contact information for our financial aid office:

Ms. Chrissalee Erriah, Assistant Director of Financial Aid, 718-432-4101, chrissalee_erriah@horacemann.org

Due date for completing the PFS: **January 1, 2013** Due date for submitting additional documents (see below): **January 1, 2013**

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

- 2011 1040, 1040A or 1040EZ
- Signed, undated 4506 form
- 2011 W2 Form (**DUE 1/15/13 or as soon as available**)
- 2011 1040 Schedules*
- SSS Business/Farm Statement*

**If applicable*