

Applying for Financial Aid at Our School for the 2014-15 Academic Year

We partner with School and Student Services (SSS) By NAIS in our financial aid process. The first step is completing SSS's Parents' Financial Statement (PFS). Completing the PFS online will save you both time and money but if you are unable to do so, contact our school for a paper form.

The PFS is a comprehensive application that will take some time to complete so don't wait until the deadline to begin. You'll need your most recent tax return to complete. 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. **We will communicate our financial aid decision to you.**



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

- Go to sss.nais.org/parents.
- Click on the green "Complete your PFS" button to enter the PFS Online.
- If this is the first time you've applied via the PFS Online, you'll need to create an 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.
- Begin a PFS for Academic Year 2014-15. 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 finish.
- 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 Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- Approximately 1-2 hours after you pay for and submit your PFS, you'll have access to "Manage Documents" from within the "PFS Status Dashboard" tab on the purple bar. You can upload the additional documents we require there. Please note it could take up to 24 hours before the "Manage Documents" page is accessible to you.



How to Submit Additional Required Documents Online

- Go to the PFS Online and login.
- Select the Academic Year 2014-15 button.
- From your PFS Online Dashboard, click on the purple "Manage Documents" tab.
- Under the "Document Type" dropdown, select the document you wish to upload.
- Under the "Document Year" dropdown, select the year of the document you wish to upload.
- In the "School" dropdown list, select either "All of My Schools" or our school name.
- Click on the "Browse" or "Choose File" button, select the file to be uploaded, and click the "Upload Documents" button. ******Do not upload password-protected documents because they cannot be processed in the system.******
- Once you have uploaded a document, it will take approximately 1-2 hours before it will appear in the "Received Documents" section on this page. Tax documents go through an additional verification process that may take up to 72 hours to complete.
- We will not have access to your documents until they appear in the "Received Documents" section of the PFS Online.

Our school's full name: Community Leadership Academy Our school's SSS code: 172992

Contact information for our financial aid office: Rae Leonard – leonardr.cla@gmail.com

Due date for completing the PFS: 7.14.14 Due date for submitting additional documents (see below): 7.14.14

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

2010 1040, 1040A or 1040EZ 2011 1040, 1040A or 1040EZ 2010 W2 Form 2011 W2 Form
 Schedule C SSS Business/Farm Statement (if applicable) 1099 Form