



TUITION ASSISTANCE PROCEDURES AND POLICIES

How to apply 1st Round 2017-2018: Due March 6, 2017

1. Complete the tuition assistance application called the Parent's Financial Statement (PFS) online. Note that hard copies of the SSS form are no longer available. Our school code is **1408**.
 - a. Go to the SSS Website at <https://sssbynais.org/parents> and click on "Apply now"
 - b. Login to PFS online. If you have previously applied for aid, enter your login and password.
 - c. Submit your PFS and pay the \$48.00 application fee.
2. **Upload the following required documents to the SSS website via the "Manage Documents" tab:**
 - Copies of all W-2s and Form 1099s for the tax year 2016
 - Copy of your 2016 signed Federal Income Tax Return -include all filed schedules and attachments
 - End of year (2016) paystub**If Applicable include:**
 - Copy of your most current Mortgage statement
 - SNAP/Housing benefit statement
 - Non-Custodial parent PFS and corresponding documents.

If you have trouble uploading documents please contact the business office @businessoffice@assets-school.net

POLICIES:

Assets School grants tuition assistance to families on the basis of economic need. The size and assistance of awards depends upon funds contributed by foundations, corporations, and individual donors who care deeply about our students and who support our mission. Assets school considers a family's total income, expenses, assets, liabilities, and number of dependents in its analysis of a family's ability to finance their child's education.

Tuition assistance is based on a family's financial circumstances at the time of application. In the event financial assistance is obtained from any other source, Assets has and does reserve the right to reconsider any tuition assistance grant.

Your application will not be reviewed unless it is complete. Applications for tuition assistance will only be considered if tuition and fees for the current school year are paid up-to-date.

Divorced or Separated Parents:

Divorced or separated families **MUST** make **FULL** financial disclosure for both parents before any tuition assistance award can be considered, unless a parent has not been in contact with the student for more than 5 years and is not a "double copy" parent. It is the policy of the Hawaii Association of Independent Schools that financial assistance for a student's education be a priority for both parents. Assets School will not intervene nor act as an intermediary between divorced or separated parents. If a parent has remarried, the current spouse's income is to be included in the application.

The award is made to the student, not to the separate parents, in the case of divorced/separated families. Therefore, a letter will be generated to the main custodial parent, with a cc to the "double copy" parent.

NOTIFICATION: Applicants will be notified of the Committee's decision by letter in mid-April.

If you have any questions, please contact the Business Office at 440-3602 or email at businessoffice@assets-school.net