



# Financial Aid Applications

## Information for Families Applying for Aid for the 2020-21 School Year

To be eligible for consideration for financial aid, you must complete your Parents' Financial Statement (PFS) and submit supporting documents by **February 1st**.

Norfolk Academy uses School and Student Services (SSS) to process financial aid applications. 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 2020-21 school year, please follow these steps below. (You only have to complete one Parents' Financial Statement, even if you have more than one child applying.) Our school code is **5372**.

### COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE (Deadline: 02/01/20)

1. Go to [sssbynais.org/parents](https://sssbynais.org/parents).
2. Click on the "Complete Your PFS" button.  
You will set up a PFS Online account using your e-mail address and a password. *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 your password."*
3. Submit and pay for the PFS (\$51). This fee is nonrefundable.

### DOCUMENTS WE REQUIRE (Deadline: 02/01/20)

Our school **requires** that you submit your **2018 & 2019 Federal Income Tax Returns with all the required schedules and the accompanying W-2s** to SSS by mail or online. Please do not send these documents directly to Norfolk Academy. If you applied for Financial Aid last year and submitted your final 2018 tax information, you do not need to resubmit these documents. **The deadline for submission of the 2019 tax return is 03/01/20.**

In addition, we require:

1. **Homeowners:** Current mortgage loan statement for all properties
  2. **Military Members:** December 2019 Leave and Earning Statement
  3. **Self-Employed Individuals:** SSS's Business/Farm Statement and complete Business Tax Return
  4. **Student Tax Returns:** If filed
  5. **Documentation on all non-taxable income:** Including child support, social security, disability income, etc.
- **To submit these documents online,** go to the Manage Documents tab in the PFS Online and upload documents from your computer. Save each document separately in one of the following formats: Adobe Acrobat pdf, Microsoft Word, .jpg, or .tif. On the Manage Documents page, click on "Browse," locate the document, and then click on "Upload."



**Tip:** Mail any documents 10 days in advance of our deadline to allow for mail delivery and for SSS's processing time.  
**Remember to keep your originals.**

- **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, P.O. Box 449, Randolph, MA 02368-0449 USA. (For overnight mail: SSS By NAIS, Processing Center, 437 Turnpike Street, Canton, MA 02021.)

Additional information is available at [sssbynais.org/parents/learn](https://sssbynais.org/parents/learn)

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