

# DES Financial Aid Applications

## Information for Families Applying for Aid for the 2011-12 School Year

Thank you for your interest in The Dorris-Eaton School. You may begin your application for financial aid starting November 1, 2010, as described below. To be eligible for consideration for financial aid you must complete your Parent Financial Statement (PFS) application by **January 4, 2011 (returning DES financial aid families) or February 4, 2011 (for all new financial aid applicant families)**. We will communicate decisions about financial aid when we communicate admission decisions and/or with reenrollment materials for current families.

We use 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 2011-12 school year, please follow the steps below. NOTE: You only have to complete one Parents' Financial Statement, even if you have several children applying.

### Apply Online

1. Starting on November 1, 2010, go to [sss.nais.org/parents](http://sss.nais.org/parents).
2. Click on the "Apply Now" button.
3. 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 my password."*
4. Submit and pay for the PFS (\$35). This fee is nonrefundable.



Why apply online? Your information will be delivered to us more quickly and accurately, allowing us to make a faster financial aid decision. You'll also save \$12.

### Application by Mail

1. If you don't already have a paper Parents' Financial Statement (PFS) form, call 925-933-5225, Ext. 110 to request one.
2. Complete the PFS and return it with the nonrefundable payment (\$47) to: SSS by NAIS, P.O. Box 449, Randolph, MA 02368-0449, USA. (For overnight mail: SSS by NAIS, 437 Turnpike Street, Canton, MA 02021.)
3. The PFS comes with a Required Documents Cover Sheet and large envelope you can use to send in additional documents that we require.

### Additional Documents Required

The Dorris-Eaton School requires that you submit to SSS, by mail or online, the following documents in addition to your completed Parents' Financial Statement:

- 2010 Federal 1040's with all schedules and 2010 W-2's.
- New applicants must **also** submit a copy of your 2009 Federal 1040's with all schedules.

#### SSS must receive these documents no later than:

- February 18, 2011

**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.)

*Tips: If you submitted the PFS in paper, you'll find with your form a Required Documents Cover Sheet and a large envelope to use when sending in your documents. Send copies of your documents – not originals. Do not use staples or paper clips.*

**To submit these documents online**, go to the Manage Documents tab in the PFS Online. There you can 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, 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.

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

## Parental Responsibilities

We understand and appreciate the financial commitment families undertake in deciding to send their children to private school. And although paying for education is first and foremost the responsibility of a family, the purpose of the Dorris-Eaton financial aid program is to fill the gap between the actual cost of a year's tuition and what a family can realistically be expected to pay toward this cost.

Dorris-Eaton recognizes that families have the freedom and the responsibility to make choices regarding their financial status. If, however, only one parent works outside the home and the child/children are all of school age, the Financial Aid Committee will "impute" an income for a non-working parent in determining a family's financial need. Please make known to the Financial Aid Committee any special circumstances to be considered on the *Supplemental Financial Aid Questionnaire*. Dorris-Eaton's policy is to decline to subsidize financial aid for a parent's voluntary reduction in income (voluntarily terminating employment, choosing to start a business, returning to school for professional or graduate work, etc.). The School considers such as a voluntary reduction in income and again reserves the right to "impute" an income for that non-working parent in determining a family's financial need.

If more than one child in a family attends an institution requiring tuition, Dorris-Eaton requires that the family apply for aid at each institution. Dorris-Eaton cannot subsidize tuition at other schools. Note: SSS computes the total funds available for education and divides that amount by the number of children attending tuition-charging schools.

Every financial aid award is made for one year. Each year parents must submit the necessary forms to SSS by the stated deadline.

The policies outlined above are to insure equitable and fair distribution of financial aid funds. The financial aid process is conducted with concern and respect for the family's privacy within the school community and all financial aid awards are confidential agreements. The School does not share information with any other party and families are not to discuss financial aid information with anyone outside of the Office of Admission. For more information, contact Mary Lou Molinaro, Director of Admission and Financial Aid, at [mlmolinaro@dorriseaton.com](mailto:mlmolinaro@dorriseaton.com).

## Helpful Hints

1. Please note deadlines so that grants are not delayed or forfeited due to late applications and/or lack of funds.
2. Use good faith estimates for items where you may not know the exact number.
3. Do not wait to complete your tax return in order to complete your PFS.
4. Some items require a brief explanation. Please fill in those spaces provided. Missing explanations may delay and/or alter your child's financial aid award.
5. Keep track of your SSS by NAIS login and passwords, as you will need these to access information as well as to reapply in future years.

# The Dorris-Eaton School

## Financial Aid Request

### 2011-2012

Date \_\_\_\_\_

<u>Name of Student</u>	<u>Grade 2011-12</u>	
A. _____	_____	_____ new applicant _____ current DES student
B. _____	_____	_____ new applicant _____ current DES student
C. _____	_____	_____ new applicant _____ current DES student
D. _____	_____	_____ new applicant _____ current DES student

**Name of Parents or Guardians completing forms** \_\_\_\_\_  
*For **divorced** and **separated families**, each parent/guardian must complete a Parent Financial Statement (PFS) and the Financial Aid Request Form, Supplemental Questionnaire and IRS Form 4506-T.*

**Current Dorris-Eaton families please check one:** \_\_\_\_\_ **continuing** FA application  
\_\_\_\_\_ **new** FA application

Amount you feel you can contribute for each student listed above for the 2011-12 school year:

A. \$ \_\_\_\_\_  
B. \$ \_\_\_\_\_  
C. \$ \_\_\_\_\_  
D. \$ \_\_\_\_\_

**Submit the *Financial Aid Request, Supplemental Financial Aid Questionnaire, and IRS Form 4506-T* to The Dorris-Eaton School, 1847 Newell Ave., Walnut Creek, CA., 94595, Attn: Financial Aid Committee.**  
Mark your envelope **CONFIDENTIAL**. Forms are due no later than:

**January 4, 2011** - Dorris-Eaton families currently receiving financial aid  
**February 4, 2011** - New financial aid applicants

Date completed PFS was submitted online at [sss.nais.org](http://sss.nais.org) \_\_\_\_\_

All parents/guardians must submit a copy of their filed 2010 Federal 1040 including all supporting schedules to the SSS processing service along with W2's by February 18, 2011. New applicants must also submit a copy of your 2009 Federal 1040 with all schedules to SSS. Check online at [sss.nais.org](http://sss.nais.org) for instructions.

**Families who have completed the financial aid application and submitted their required forms on time will be given priority consideration for financial aid funds. Please adhere to The Dorris-Eaton School financial aid application deadlines. It is not possible for Dorris-Eaton to consider requests for financial assistance after admission decisions are made.**

# Supplemental Financial Aid Questionnaire

Please return this form to The School no later than:

**January 4, 2011** – *returning current Dorris-Eaton financial aid families*

**February 4, 2011** – *New financial aid applicants*

Is there any financial support for the student/family from other sources i.e. grandparents, other family members, etc.? This support can be for tuition, rent, vacations, extracurricular activities, or other bills. Please be specific about amounts of such support.

Have you applied for and/or received financial aid for children at other tuition-charging schools? Please specify the name(s) of the school(s) and the amount(s) received.

For parents who are not currently employed: please describe the reasons why the parent(s) choose not work outside the home to help finance the student's education.

For parents who are separated or divorced: please describe the degree of contact the student has had with the non-custodial parent during the last two years.

**If the Parents' Financial Statement (PFS for SSS) has not asked all the questions that address your particular financial situation, please attach a supplemental letter of explanation to this page.**

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Parent's Signature

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Student Name

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Date

## Financial Aid Summary of Due Dates

### **DORRIS-EATON FAMILIES CURRENTLY RECEIVING FINANCIAL AID**

#### **January 4, 2011:**

- Complete PFS online or by mail.
- Submit to **The School** the DES Financial Aid Request form, Supplemental Financial Aid Questionnaire, and a signed but **NOT** dated IRS form 4506-T (download from our website).

#### **February 18, 2011:**

- Mail copies of your 2010 Federal 1040's including all schedules and copies of W-2's to **SSS** with your PFS Coversheet.

### **NEW FINANCIAL AID APPLICANTS**

#### **February 4, 2011:**

- Complete PFS online or by mail.

#### **February 4, 2011:**

- Submit to **The School** the DES Financial Aid Request form, Supplemental Financial Aid Questionnaire, and a signed but **NOT** dated IRS form 4506-T (download from our website).

#### **February 18, 2011:**

- Mail copies of your **2009** and **2010** Federal 1040's, including all schedules, and copies of current W-2's to **SSS** with your PFS Coversheet.