

## **FINANCIAL AID APPLICATION PROCEDURES FOR CURRENT STUDENTS NEW TO FINANCIAL AID**

**ALL PARENTS, CUSTODIAL AND NON-CUSTODIAL, MUST COMPLETE THE PFS AND PROVIDE THE REQUIRED TAX INFORMATION.**

**1. COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ON LINE BY JANUARY 1, 2018.**

Please read the attached *Applying for Financial Aid at The Chapin School for the 2018-2019 Academic Year*.

**2. UPLOAD THE FOLLOWING DOCUMENTS TO YOUR ONLINE APPLICATION BY JANUARY 1, 2018.**

- 2016 Federal Tax Return, including all supporting schedules, W-2s, and business taxes where appropriate.
- W-2s for 2017. If not available, upload your final pay stub for 2017 and follow up with the W-2 when available.

**3. UPLOAD THE FOLLOWING DOCUMENTS TO YOUR ONLINE APPLICATION BY APRIL 1, 2018.**

2017 Federal Tax Return, including all supporting schedules, W-2s, and business taxes where appropriate.

Please file your 2017 return on time. Your application will not be complete without it, and no grant will be considered binding until we have received and reviewed this information. The Committee reserves the right to amend any award if the 2017 tax return does not accurately reflect the information provided on the PFS.

**PLEASE NOTE.....**

**Deadlines are firm.** It is important that you file all forms and provide all information on time. Your application is not complete and cannot be reviewed until all required documentation is received. Any application completed after the deadline will be considered on a *funds-available* basis.

**Additional documentation.** The School may request additional information to support your application. Documents you may be asked to provide include: terms of a Trust, alimony or child support agreements, proof of a parent's non-involvement in the student's life, details of a mortgage or personal loan, verification of educational expenses, scholarships, and grants, value of investment portfolios, explanation of indebtedness including photocopies of bank or credit card statements.

**Additional information.** We urge you to submit any additional information you feel is pertinent to your application that may not be fully explained in the other required documentation. Include this information on your PFS or send a letter directly to Andrew Noble, Director of Financial Aid, at The Chapin School.