

Financial Aid Application

Information for Families Applying for Aid for the 2012-13 School Year

Thank you for your interest in Providence High School for the 2012-13 school year. To be considered for financial aid, you must complete the steps below by February 10, 2012. We will communicate decisions about financial aid on March 2, 2012.

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 2012-13 school year, please follow the steps below. (You only have to complete one Parents' Financial Statement, even if you have several children applying.)

COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

1. Starting on November 1, 2011, go to 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 (\$37). 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.

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

SUBMIT THE FOLLOWING ADDITIONAL DOCUMENTS

Our school requires that you submit the following documents in addition to your completed Parents' Financial Statement:

- Providence High School Financial Aid Application
- Copies of your 2011 Income Tax Return Form 1040, 1040A, or 1040EZ as filed with the IRS. If you have not completed your 2011 tax return, the 2010 is acceptable.
- Copies of your 2011 W-2 Wage and Tax Statement and all 2011 Form 1099/1099R
- Submit these documents to Providence High School, Financial Aid Committee.
Do not send originals; they will not be returned.
- All aforementioned documents must be received by February 10, 2012



Tip: START EARLY! Be sure to complete all applications and submit your tax forms on time. Incomplete applications will not be considered.

FURTHER INFORMATION AVAILABLE

Further information, links, criteria, FAQ's, and check lists are available on our web page www.providencehigh.org. You may also contact Vickie Bagwell, Director of Development, at 818.846.8141 x 403 or vickie.bagwell@providencehigh.org

Providence High School

Financial Aid FAQ's

Will I qualify for financial aid?

PHS recognizes that each family's situation is unique. Every family situation is reviewed carefully, and an individual decision is made based on all available information. It is difficult to offer general guidelines by which you can determine your own eligibility.

What factors are considered when awarding financial aid?

All of PHS's awards are based on demonstrated need. Although family income level is an important consideration, many other factors enter into the decision making process including number of children in the family, number of children attending schools which charge tuition, other family dependents, unusual circumstances, extraordinary expenses, etc.

What if I am separated or divorced?

It is the school's policy to require both parents to complete a separate PFS. While recognizing that divorce can create challenging situations, it is expected that both parents share the responsibility of providing for their child's education. It is the responsibility of the custodial parent to ask the non-custodial parent to furnish a separate PFS form along with their tax returns and all schedules and W-2's directly to the school.

Do I need to reapply for financial aid each year?

Yes. Applications for aid must be submitted for each school year and are evaluated based on the information at that time.

Will my application for financial aid affect my child's chances for admission?

No. Admissions decisions are made without regard to a family's financial circumstances.

Who reviews the applications for financial aid? Who makes the final decisions? Is the process confidential?

Applications for financial aid are reviewed by the Financial Aid Committee. The committee maintains strict confidentiality over the financial aid files. Teachers and/or students are not informed of financial aid decisions.

Notice of Nondiscriminatory Policy

Providence High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin or sexual orientation in administration of its educational policies, financial aid programs, and athletic and other school-administered programs.

Providence High School

Financial Aid Application Check List

Please confirm the completion of the following steps prior to submitting your application for financial assistance. **Incomplete applications will not be considered.**

Complete the following prior to **February 10, 2012**:

Print out and complete the ***Providence High School Financial Aid Application***. Mail the completed application to Providence High School (PHS).

Date completed and mailed

Send copies of your 2011 Income Tax Return Form 1040, 1040A, or 1040EZ as filed with the IRS, to Providence High School. If you have not completed your 2011 tax return, the 2010 is acceptable. If 2010 information is submitted, you may be required to submit 2011 tax information at a later date.

Date mailed

Do not send originals; they will not be returned.

Send copies of your 2011 W-2 Wage and Tax Statement and all 2011 Form 1099/1099R to Providence High School.

Date mailed

Do not send originals; they will not be returned.

Complete the online application SSS Parents' Financial Statement at sss.nais.org/parents

Date submitted on-line

If you own a business you must complete the Business/Farm Supplement Form from the SSS website at <http://sss.nais.org/files/SSS/2012-13%20Business%20Farm%20Statement.pdf>
The form is printed out, completed, and mailed to PHS.

Date completed and mailed

Please retain this check list for your records

Providence High School

FINANCIAL AID APPLICATION

For a student to receive financial aid assistance with funds administered by or provided by Providence High School the following requirements must be met:

The student

- is expected to maintain at least a 2.00 Grade Point Average (GPA)
- is expected to satisfy all of the requirements set for Christian Service Hours
- is expected to maintain acceptable behavioral standings

Parents

- must demonstrate financial need
- must satisfy all of the requirements set for Parent Service Hours

NOTE: If a student fails to meet the above expectations due to mitigating circumstances outside the control of the student, such as illness, the Financial Aid Committee may review the application upon written request by the parent/legal guardian. The request must include (a) a statement describing the mitigating circumstance, (b) the circumstance's effect on the student's academic progress, and (c) the resolution of the circumstance.

A new application for financial aid must be filed for each year. Forms are available in November and are expected to be filed by February 11th for the following year.

APPLICATION FOR FINANCIAL AID

2012 - 2013 School Year

Student ID _____

Grade in 2012 - 2013 _____

Student Last Name	First Name	Middle Name	Date of Birth
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Parent/Legal Guardian Name

Parent/Legal Guardian Name

Home Address	City	St/Zip
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Parent Telephone	Parent Cell Phone	Parent email
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Ethnicity (Optional)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> Latino/Hispanic | <input type="checkbox"/> Asian American | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Middle Eastern American | <input type="checkbox"/> Multiracial | <input type="checkbox"/> Caucasian | <input type="checkbox"/> International |

In order to better process your application, please list any other information you would like the Financial Aid Committee to be aware of (i.e.: family circumstances, community service activities, leadership qualifications, parent involvement in PHS community, etc.)

List any financial aid, scholarships, or funds already committed to your daughter/son for the year for which this application is being filed

Has the Parent/Legal Guardian been determined to be benefits eligible at any Providence Health & Services Location? If so, please provide the employee's name and facility

If you have other daughters/sons attending PHS, please list them below

Name _____ Student ID _____

Name _____ Student ID _____

ALL FINANCIAL AID APPLICANTS MUST READ AND SIGN THE FOLLOWING:

I hereby certify that to the best of my knowledge all information furnished in this application is correct and complete. I agree:

1. To notify the Financial Aid Office in writing and within 15 days of any change in financial circumstances that involves or will involve the receipt of \$1,000.00 or more income than projected in the Parents' Financial Statement whether from employment or any other source.
2. To provide, if requested, any other official documentation necessary to verify the information provided in this application or the Parents' Financial Statement, including income tax returns.

Parent/Legal Guardian Signature _____ Date _____

Parent/Legal Guardian Signature _____ Date _____

Important: In addition to this form, a Parents' Financial Statement (PFS) must also be filed in order to be considered for financial assistance. The Parents' Financial Statement (PFS) can be filed by going online to <http://sss.nais.org> and look for the PFS online.

RETURN THIS FORM TO:

PROVIDENCE HIGH SCHOOL
Financial Aid Committee
511 South Buena Vista Street
Burbank, CA 91505

Your 2011 tax return, including all applicable schedules, and your 2011 W2 and all Form 1099/1099R must be sent to Providence High School along with this application