



THE CAMPUS SCHOOL
of Carlow University

Financial Aid Policy

The Campus School of Carlow University is committed to a student body that reflects cultural, ethnic, and socio-economic diversity. Need-based financial aid is an essential component of promoting this mission. To that end, The Campus School of Carlow University has contracted with School and Student Services for Financial Aid (SSS), an independent service, which assists the Campus School in calculating family need. All students enrolled in The Campus School of Carlow University are eligible to apply for financial aid grants, which may or may not be granted based on their family need.

The following procedure should be followed when applying for financial aid grants.

FAMILIES/CUSTODIAL PARENT(S)/GUARDIANS:

Complete the Parents' Financial Statement (PFS). The PFS is available online at www.sss.nais.org. Family need will then be calculated by SSS.

Submit copies of the following documents to The Campus School admissions office or directly to SSS:

- Copies of each page of previous year's signed, Federal Income Tax return including all schedules, W-2, and/or 1099 Forms
- Copies of the present year's W-2 and/or 1099 form(s)
- Copies of completed and signed IRS Form 4506-T, if applicable
- Copies of Business/Farm Statement if one or more parents are self-employed. S Corporations are required to submit IRS Form 1120 S
- Completion of The Campus School Special Conditions Form, if applicable

Important: Non-Custodial Parents/Guardians, if applicable, must follow the same procedures above, as family need is calculated based on both parents' income and financial situation.

DEADLINES

- Parents/guardians who have students enrolled at The Campus School, as well as parents/guardians of prospective students and applicants, go to www.sss.nais.org prior to the year for which aid is requested.
- All forms should be completed and received at School and Student Services for Financial Aid (SSS) by February 1. Financial aid applications received after the award deadline are contingent upon availability of funds.
- All required copies of supporting financial documents are required to be on file in The Campus School admissions office by March 15.

AWARD PROCESS

The Campus School Financial Aid Committee reviews the Report(s) of Family Contribution from SSS, tax forms, and all other facets of the applicant family's financial position. This review takes place in late March of any given year or as needed from time to time for transfer students provided funds are available.

Families who currently have students attending the school will be given priority for grants. The total amount and number of grants available is limited and varies from year to year.

Current parents who are receiving financial aid must reapply annually. Each year financial aid will be adjusted according to the updated/new financial information received and the availability of aid.

CONFIDENTIALITY

All information submitted to The Campus School of Carlow University is confidential and will be treated as such. The Campus School of Carlow University and its employees will refrain from making any public announcement about financial aid awarded to Campus School students. Parents who receive financial aid grants must keep their awards confidential.



THE CAMPUS SCHOOL
of Carlow University

Financial Aid 2016-2017

The Campus School of Carlow University partners with School and Student Services by NAIS (SSS) for our financial aid process. To begin your application for financial aid, you will complete the Parents' Financial Statement (PFS). Complete just one PFS, even if you have more than one child applying for aid. Completing the PFS online will save you time and money, and will help us make our financial aid decision more quickly.

If you have questions as you complete the PFS, contact SSS customer service at 800.344.8328.

HOW TO COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

1. Starting November 1, 2013, go to the SSS Website at sss.nais.org/go/parents. Click on the green "Apply Now" button to enter the PFS Online.

2. Login to the PFS Online.

Are you applying for aid for the first time? Click on the green "Create an Account" button. You'll be asked to enter your name and email address and to select a password. Did you apply last year? Enter in your login and password from last year in the section called "Returning Families." If you have forgotten your login information, click on "forgot your password."

3. Begin a PFS for Academic Year 2016-2017

Download the PFS Online Workbook and refer to on-screen help for guidance along the way. You can log out of the PFS Online at any time—then return later to complete your PFS.

4. Pay for and submit your PFS.

The fee of \$39 is nonrefundable. Once you have paid for and submitted your PFS, we will receive your information at our school. About 24 hours after you submit your PFS, you can go back to the PFS Online to submit any additional documents (see next section) and to view your Family Report, which summarizes the information we will receive.

5. We will communicate our financial aid decision to you.

To make our decision, we use the information from the PFS as a starting point. We also consider our school policy and practices, as well as the budget we have available.

If you wish to complete the PFS using the paper form, please contact our school for a form. Mail to School and Student Services, PO Box 449, Randolph, MA 02368-0449. For overnight service, use: School and Student Services, 437 Turnpike Street, Canton, MA 02021

HOW TO SUBMIT ADDITIONAL REQUIRED DOCUMENTS ONLINE

Approximately 24 hours after you have paid for and submitted your PFS online, you will have access to the Manage Documents section of the PFS Online, where you can upload documents.

1. Prepare your documents to be uploaded.

Make sure the documents are on your computer, each saved as a separate file. They can be saved in any of the following file formats and each must be not more than 1.5 MB in size: Microsoft Word, Excel, Adobe pdf, .jpg, .gif, or .tif. Remove any security or password protection you may have on any pdfs and black out any social security numbers.

2. Go to the PFS Online and login.

3. Select the Academic Year 2016-2017 button.

4. From your PFS Online Dashboard, click on the purple "Manage Documents" tab.

5. On the Manage Documents page, under "Upload Documents," click "Browse," then locate the place the document is on your computer.

6. Click "Upload Documents."

Once you have uploaded a document, it will NOT appear immediately in the "Received Documents" section on this page. It can take up to 72 hours for it to be received and then validated. Once it does appear in the "Received Documents" section, which means that we, at our school, now have access to it.

If you wish to submit documents by mail, send them with a cover sheet (found at sss.nais.org/go/cover sheet) to School and Student Services, PO Box 449, Randolph, MA 02368-0449. For overnight service, use: School and Student Services, 437 Turnpike Street, Canton, MA 02021

KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE PFS:

Our school's full name: THE CAMPUS SCHOOL OF CARLOW UNIVERSITY

Our school's SSS code: 1491

Contact information for our financial aid office: 412.578.6158

Due date for completing the PFS: PRIORITY—FEBRUARY 1 Due date for submitting additional documents: PRIORITY—FEBRUARY 1

Documents we require you to submit, in addition to the PFS:

2014 1040, 1040A or 1040EZ

2015 1040, 1040A or 1040EZ

2014 W2 Form

2015 W2 Form

Schedule C

SSS Business/Farm Statement

1099 Form

Other: _____