

Phillips Academy Financial Aid 2017-18 Application Instructions

Andover partners with School and Student Services (SSS) by NAIS in our financial aid process.

To begin your financial aid application, please complete SSS's Parents' Financial Statement (PFS) by February 1.

The Parents' Financial Statement (PFS) is the cornerstone of our financial aid application process. To calculate financial aid grants, we use the information from the PFS as a starting point, but also consider Andover's comprehensive need-blind admission policy. This process produces fair and generous individual results.

Andover will communicate financial aid decisions in the acceptance packages allowing families to compare all offers of admission from various schools.

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

- ¥ Beginning October 24, 2016, go to <https://sss.secure.force.com/familyportal> to enter the PFS Online.
- Create your PFS Online account with your email address and a password. If you applied for financial aid last year, simply login to the PFS Online as a returning family, using the email address and password you set up last year.
- Begin a PFS for academic year 2017-18. You can log out of the PFS Online at any time, then return later to complete it.
- After you have pressed submit, you'll be brought to a payment screen. The fee of \$48 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
Qualified low income applicants will automatically have their PFS fee waived.

NEXT STEPS

After you pay for and submit your PFS, you'll have access in the PFS Online to a section called "My Documents." You can upload the additional tax documents we require there.

International Applicants should do their best to complete the PFS using your income and asset amounts. In addition, please complete the International Financial Aid form found at SSS by NAIS. In place of the requested US tax forms, please upload taxes and proof of income/assets information from your country.

FIND THE PARENTS' FINANCIAL STATEMENT ONLINE AT
<https://sss.secure.force.com/familyportal>



APPLYING FOR FINANCIAL AID

at Andover for the 2017-18 Academic Year

The PFS is a comprehensive application that will take some time to complete. Give yourself the time you need by not waiting until the **February 1**, deadline to begin.

Andover requires you to upload your 2015 W-2 and 1040 tax forms to SSS by NAIS by February 1, 2017. In addition, we ask that you submit your 2016 W-2 and 1040 upon completion or by May 1, 2017. We recommend that you review the wide range of material that SSS has put together to help families with the financial aid process found at sssbynais.org/parents. The financial aid office at Andover can be reached at financialaid@andover.edu.

TOP 10 TIPS FOR COMPLETING YOUR FINANCIAL AID APPLICATION

- 1 Complete only one PFS per household.** You can apply for aid to any number of schools for any number of children using just one PFS for the same flat fee.
- 2 Use your legal name.** Make sure your name on your Parents' Financial Statement (PFS) appears exactly the way your name appears on your tax documents.
- 3 Enter whole numbers.** When entering numbers, do not enter decimals or cents—simply round to the nearest whole number. Understand that all monetary values must be in US Dollars.
- 4 Differentiate applicants from dependents.** Questions about “student applicants” refer to your children who are applying for financial aid via the PFS. Questions about “other dependents” refer to the children (or adults) for whom you provide support but ARE NOT applying for financial aid.
- 5 Separate salary from profit.** If you are a business owner or farm owner, you will be asked about your salary in the Family Income section. Enter only the amount you actually draw as salary (as reported on your W-2). You will provide information about profit/loss elsewhere in the PFS.
- 6 Estimate your taxes.** We realize most tax forms are not available until late January. If you don't have your current year's taxes available, it's okay to estimate your answers based on your prior year's tax return.
- 7 Don't forget the cover sheet.** If you mail additional required documents to SSS, please include the SSS cover sheet. Your documents will then be properly matched to your application and you'll avoid delays. Give yourself at least 10 days before the deadline to allow for mail delivery and SSS processing time.
- 8 Tell your story.** Offer explanations when requested, so your story or situation is clear and understandable to us.
- 9 Calculate debt and unusual expenses.** When asked to report your credit card debt, enter your total outstanding balances and use the Notes section to specify the types of purchases you used these cards for. When asked to total your “unusual expenses,” you'll find a list of the types of expenses you should and should not include.
- 10 Be honest.** Take time to carefully consider how much you think you can pay towards tuition on your own. Make a budget of income and expenses and see how much you can include for school costs.