

Applying for Tuition Assistance at Holland Hall for the 2012-13 Academic Year

Holland Hall partners with School and Student Services by NAIS (SSS) in our tuition assistance process. To begin your application, 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 tuition assistance decision more quickly.

All required documents listed below must be mailed **only** to Holland Hall, Attention: Tuition Assistance Office, 5666 E 81 St, Tulsa, OK 74137 or brought directly to our Admission Office. We will communicate decisions concerning tuition assistance by mid-April.



How to Complete the Parents' Financial Statement (PFS) Online

1. **Starting November 1, 2011, 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 select a password.
- *Did you apply last year?* Enter 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 2012-13.**

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 \$37 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 view your Family Report, which summarizes the information we will receive.

We will communicate our tuition assistance 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

If you have questions as you complete the PFS, contact SSS customer service at (800) 344-8328.

Here's key information you need to know about our school as you complete the PFS:

Our school's full name: **Holland Hall** Our school's SSS code: **3952**

Contact information for our Tuition Assistance Office: **Richard Hart, Director of Admission & Tuition Assistance (918) 481-1111, Ext. 740**

Due date for completing the PFS & IRS Form 4506: **February 6, 2012**

Due date for submitting additional documents (see below): **March 15, 2012 (Note: NEW DEADLINE)**

Documents we require you to **submit to Holland Hall** in addition to the PFS:

2011 1040 & all Supporting Schedules

2011 W-2 Form

1099 Form (if applicable)

IRS Form 4506 Request for Copy of Tax Return (can be downloaded on Holland Hall website- there is no fee)

Regardless of divorce or separation, we must have all of the above documents from both parents of students applying for financial aid.

If you are applying for a filing extension, send the Tuition Assistance Office a copy of Form 4868-Application for Automatic Extension of Time before **March 15, 2012**, followed by your 1040 when filed. Extension paperwork does not complete the tuition assistance application file and delays consideration for your application. In order to review your application for tuition assistance, we must have copies of your 2011 1040 Tax Return, W-2 forms and all supporting schedules.

Holland Hall shall provide equal opportunity in education and employment for all persons without regard to race, religion, color, sex, age, national origin, disability, military service, sexual orientation or any other status or condition protected by applicable state or federal laws, except where a bona fide occupational qualification applies.