



Attention Parents:

Please find enclosed a copy of the 2012 – 2013 Financial Assistance Policy including deadlines and instructions for submission of the Parents' Financial Statement (PFS) to the School and Student Service for Financial Aid (SSS). This information will be used as you begin the financial assistance application process for the coming school year. Valwood re-enrollment packages will be mailed soon and parents of all students who are expected to apply for financial assistance should fill out the enclosed Letter of Intent in place of signing a contract. Returning this letter will reserve your child's place until the financial assistance process is completed as long as all appropriate deadlines are met. Once an award has been determined, a final contract will be issued.

Parents wishing to apply for any need based financial assistance for the coming year should complete the **PFS online** at [www.nais.org/financialaid/sss](http://www.nais.org/financialaid/sss) . When filing online, fees must be paid with a credit card. You may request a package from Valwood which contains the hard copy application that can be filled out and submitted by mail along with a check or money order. However, please note that filing online will result in the school receiving your information in much less time.

After you have filed your application with SSS, copies of all supporting tax documents should be **sent to SSS**. You will find instructions to do so on their web site. Please note, this is a change in procedure from previous years. **Do not forward your tax forms to Valwood.**

Following the school's receipt of the Statement of Financial Need (SFN) from SSS and applicable tax information, the financial assistance committee will review the information for eligibility and the school will advise you regarding the amount of your award for the 2012-2013 school year. *Please know that all matters relating to the financial assistance process are held in strictest confidence.*

Applications are reviewed and assistance is awarded on a first-come first-served basis. Although, priority is given to returning students, **all deadlines must be met in order to guarantee the availability of funds for those qualifying returning students.** New applicants will be considered after the published deadline date. Financial assistance is awarded based on need. A student's performance in school is also taken into consideration. Current financial assistance recipients must reapply for financial assistance each year. Financial assistance will not be awarded to applicants whose financial obligations to the school are in arrears more than 30 days.

If you have any questions regarding this process, please call Valwood at 242-8491 or email [financialassistance@valwood.org](mailto:financialassistance@valwood.org). Copies of forms and additional information about financial assistance can be found on our website at [www.valwood.org](http://www.valwood.org) under the Admissions tab.