

Northwest Academy

Financial Aid Checklist

- Financial Aid Application Deadline for all materials: **March 1, 2012**
- Submit **Parents Financial Statement (PFS)** to School and Student Services for Financial Aid (**SSS**) **online**: sss.nais.org/parents
 - If you apply by mail, please allow at least seven days for the PFS to reach SSS, and allow two to three weeks for processing and delivery. Online applications are usually processed within 72 hours. **We strongly encourage you to apply online.**
 - Parents Financial Statement (PFS) must be submitted for both parents. Information from spouses of parents who have remarried and domestic partners who contribute to the family's finances must also be included.
 - Please do not submit forms other than the PFS to SSS. All required documents must be submitted to Northwest Academy.
- Submit to Northwest Academy by March 1, 2012 the following:**
 - Copies of PFS submitted to SSS**
 - Parents' **current year federal tax return and schedules** (this will require early submission of 2011 taxes)
 - Signed IRS form 4506-T** (*SUBMIT ONLY IF SPECIFICALLY REQUESTED*)
It may be necessary to require some applicants to submit a form 4506 requesting a copy of the Tax Payer(s) return. There is a fee associated with that form. We will contact you and provide a copy of form 4506, if we need an exact copy of a previous year's tax return.
 - Signed waiver** (Only if both parents do not submit a PFS to SSS)

Remember: Northwest Academy will not be able to consider financial aid requests from families who do not return supporting documents as well as the signed commitment letter and the non-refundable enrollment deposit.

Important Contact Information:

sss.nais.org

SSS Support – 1-800-344-8328; email sss@nail.org

Northwest Academy: Finance Director, Michael Dobson, at mdobson@nwacademy.org or at 503-223-3367 ext. 105; Admissions Director, Lainie Ettinger at lettinger@nwacademy.org or 503-223-3367 ext. 104.