

Northwest Academy

Financial Aid Program

At Northwest Academy, we believe that the primary responsibility for financing education rests with the family. We also recognize that a quality, independent school education is a significant expense. To fulfill our goal of providing educational opportunities for qualified students regardless of their economic background, Northwest Academy offers need-based financial aid. Applying for financial aid does not affect a student's chances for admission.

Once accepted, candidates for financial aid are referred to the Financial Aid Committee that awards aid to families who demonstrate need as determined by the guidelines of the School and Student Services for Financial Aid (SSS) and Northwest Academy's own policies. Financial aid awards are determined by taking into account the suggested parent contribution as determined by SSS. Such documented need is the primary basis for financial assistance, however we also consider a student's academic record and overall potential to contribute to the school community. All applications are reviewed on an individual basis in the order that they are received. Please know that the information obtained for this purpose is kept strictly confidential.

Despite our strong commitment to our financial aid program and enrolling economically diverse students, the number of accepted applicants who qualify for financial aid is greater than Northwest Academy is able to support.

- Only those who have submitted a signed commitment letter, paid the enrollment deposit and have provided all required forms and information will be considered for financial aid.
- Priority is given to returning students.
- Students must be in good standing both academically and behaviorally in order for the school to consider reinvesting in their education.
- **Awards are for one year only.** Parents must repeat the process each year realizing that there are no guaranteed awards to returning students.
- The decision to award financial aid to an applicant and the amount of such aid determined is the sole judgment of the Financial Aid Committee.

Financial Aid Application Deadline: March 1, 2012

All required information must be submitted to both SSS and Northwest Academy by this date. Please refer to the **Financial Aid Application Checklist** to make sure that you have returned all the relevant documentation and met the critical deadlines. Northwest Academy will not be able to consider financial aid request from families who do not return supporting documents. **If you are applying to Northwest Academy after March 1, 2012, please be sure to submit your financial aid application immediately.**

As a private, independent school we have a limited amount of financial aid to award each year. We rely on donations from parents, grandparents, staff, and friends of the school as well as foundations to provide these funds. Once awarded and accepted by the recipients these funds are gone. Your timely submission of the application and supporting documentation ensure your student will be included in the considerations of the Financial Aid Committee when those begin in April of 2012.

For parents who are divorced, separated or never married

To make an accurate determination of a family's need for financial aid, we require that both parents, custodial or non-custodial, submit the PFS and items required by Northwest Academy. Information from spouses of parents who have remarried and domestic partners who contribute to the family's finances must also be included.

Decisions, Contract and Deposit

The Financial Aid Committee will begin to review financial aid applications in April and will continue to have weekly reviews until the financial aid budget is exhausted. Once the Financial Aid Committee has reached a decision, applicants will receive a letter with information regarding an award. A contract will be included with this letter. The signed contract must be returned within two weeks of the date of the letter with a choice of payment options in order to secure the funds. Failure to do so could result in the loss of the award.

Northwest Academy requires a commitment on the part of all of our parents. For Financial Aid applicants, that amount is reduced to \$250. In order to reserve a place at the school, the family must sign and return the Commitment Letter and the non-refundable deposit within two weeks of acceptance.

If you have questions, please contact Finance Director, Michael Dobson, at mdobson@nwacademy.org or at 503-223-3367 ext. 105, or Admissions Director, Lainie Ettinger at lettinger@nwacademy.org or 503-223-3367 ext. 104.

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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.

Waiver of Requirement to submit Parent Financial Statement

Signature of officially recognized authority –**REQUIRED**

Applicant: _____

Custodial Parent: _____

Northwest Academy policy is that non-custodial parents will be granted a waiver *only* when: 1) there is documented information that the location of the non-custodial parent is unknown; or 2) there is documented information that the non-custodial parent has given no support *and* has had no contact with the family for at least two years. Documentation will be accepted from an attorney, a minister, or a counselor outside the immediate family.

Please use the space below to provide waiver information. You may attach supporting documentation to this form.

Signature: _____ Date: _____

(Authorized Official Only-not parent or guardian)

Printed Name: _____

Relationship to Family (attorney, minister, or counselor) _____

Address: _____ Phone: _____