Applying for Financial Aid at Our School for the 2013-14 Academic Year

We partner with School and Student Services (SSS) By NAIS in our financial aid process. To begin your financial aid application, you will complete SSS's Parents' Financial Statement (PFS). Completing the PFS online will save you time and money, and help us make our financial aid decisions more quickly. If you are unable to complete the PFS online, contact our school for a paper form.

The PFS is a comprehensive application that will take some time to complete. Give yourself the time you need by not waiting until the deadline to begin. You'll need your most recent tax return before beginning the PFS. We also recommend that you review the wide range of materials that SSS has put together to help families with the financial aid process. They can be found at sss.nais.org/parents.

We will communicate our financial aid decision to you. To make our decision, we use the information from the PFS as a starting point but also consider our school policy, practices, and available budget.

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

- Beginning November 1, 2012, go to sss.nais.org/parents.
- Click on the green "Apply Now" button 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 2013-14. 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 it.
- After you have pressed submit, you'll be brought to a payment screen. The fee of $39 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- About 24 hours after you pay for and submit your PFS, you'll have access on the PFS Online to a section called "Manage Documents." You can upload the additional documents we require there.

How to Submit Additional Required Documents Online

- Prepare your documents to be uploaded. Make sure the documents are on your computer, each saved as a separate file. They can be saved in any of the following file formats and each must be not more than 4.0 MB in size: Microsoft Word, Excel, Adobe pdf, .jpg, .gif, or .tif. Remove any security or password protection from your pdfs and black out any social security numbers.
- Go to the PFS Online and login.
- Select the Academic Year 2013-14 button.
- From your PFS Online Dashboard, click on the purple "Manage Documents" tab.
- On the Manage Documents page, under "Upload Documents," click "Browse," then locate the place the document is on your computer.
- Click "Upload Documents." Once you have uploaded a document, it will NOT appear immediately in the "Received Documents" section on this page. It can take up to 72 hours for it to be received and then validated. We will not have access to it until it appears in the "Received Documents" section of the PFS Online.

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 0202. You can use this same address for submitting required documents by mail. **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: **University School at The University of Tulsa** Our school's SSS code: **174920**

Contact information for financial aid questions: **Debra Price – debra-price@utulsa.edu**

Due date for completing the PFS: **January 31, 2013** Due date for submitting additional documents (see below): **April 16, 2013**

Documents we require you to submit, in addition to the PFS:

2012 1040, 1040A or 1040EZ **2012 W2 Form** **All Filed Schedules**