

THE PARISH SCHOOL
FINANCIAL ASSISTANCE APPLICATION PROCEDURE

The Financial Assistance Committee will consider only those scholarship requests that are complete in providing all information listed in the procedures. All necessary forms can be obtained from the Business Manager's office.

I. Procedures for Parent(s):

- A. The parent(s) will submit the following information to the Business Office for forwarding to the Chairman of the Financial Assistance Committee:
 - 1. A cover letter summarizing the request for financial assistance.
 - 2. An application form completed in its entirety.
 - 3. A signed copy of the parent(s) most recent tax return with a copy of W-2s attached, or an audited financial statement, or whenever current year tax return becomes available.
 - 4. A Letter of Intent signed by the parent(s).
- B. **All** parent(s) will complete on a yearly basis a "Parents' Financial Statement" to School and Student Service for Financial Aid (SSS) in Princeton, N.J.
 - a. You may submit your SSS application online at PFS Online - (www.nais.org/financialaid/sss). Parish Code #1218.

II. Procedures for Business Manager of The Parish School:

- A. The Business Manager will submit the following information to the Chair of the Financial Assistance Committee:
 - 1. Documented attendance record of the child.
 - 2. Parent(s) commitment to and participation in the child's educational program provided by teacher.
 - 3. Parent(s) volunteer services for the school.
 - 4. Student's most recent progress report available.
 - 5. Summary of Admissions' Committee for new students.
 - 6. Copy of "Report of Family contribution-School Report" from SSS.

III. Scholarship Committee's Responsibility:

- A. The Chair of the Financial Assistance Committee will forward information from parent(s) and Business Manager of the school to the members of the Financial Assistance Committee.
- B. The Chair will call a meeting of the Committee to discuss the request..
- C. Requests will be granted by a majority vote of the Committee Members.
- D. The Chair will notify the Business Manager in writing of the Committee's recommendation(s). The Business Manager notifies the parents of the Committee's decision.