

Washington Christian Academy
How to Apply for Tuition Assistance
2010 – 2011

1. Starting on November 1, 2009, go to <http://sss.nais.org/parents>
2. Click on “Apply for Financial Aid” and begin your Parents Financial Statement (PFS). You will be given a password that will allow you to return to your PFS at a later date before submitting it. The school number is **1719**. Please make sure that you complete all of the information and pay the \$35 fee.
3. If actual amounts are not known, please use good faith estimates. Make sure you complete all questions and give explanations when necessary.
4. You will need to mail certain documents to SSS at the following address:

Regular Mail	Overnight Mail
SSS by NAIS Application Processing Center PO Box 449 Randolph, MA 02368-0449	SSS by NAIS Application Processing Center 437 Turnpike Street Canton, MA 02021

5. Please refer to the chart below by submission date for the documents you will need to submit when you complete your PFS on line:

Date PFS submitted	Due dates of documents to submit and where to send them
By February 4, 2010	<ul style="list-style-type: none"> • Send most recent check stub to WCA when you submit your PFS on-line • Send 2008 tax return to SSS when you submit your PFS on-line • Send your W-2 to SSS by February 4, 2010 • Send your 2009 tax return with all schedules and forms to SSS when completed but no later than April 15, 2010
Between February 5, 2010 and April 15, 2010	<ul style="list-style-type: none"> • Send your W-2 to SSS when you submit your PFS on-line • Send your most recent tax return (2009 or 2008) to SSS when you submit your PFS on-line • If you submitted your 2008 tax return in the item above, send your 2009 tax return with all schedules and forms to SSS when completed but no later than April 15, 2010
After April 15, 2010	<ul style="list-style-type: none"> • Send your W-2 to SSS when you submit your PFS on-line • Send your 2009 tax return with all schedules and forms to SSS when you submit your PFS on-line

6. By signing the PFS electronically, parents indicate that they have filled out the PFS with the best available information and agree to inform WCA of any changes in their financial situation.