

MAYBECK HIGH SCHOOL
Tuition Reduction Application Procedure

Dear Parent or Guardian,

Please follow this procedure carefully to apply for new or continuing financial aid at Maybeck High School for the 2012-2013 academic year. **Incorrect or incomplete applications will be delayed and may be refused. There are limited tuition reduction funds available and aid is awarded on a first come, first served basis.** We have a tiered aid-granting procedure. The first-tier deadline is the last day of February. If you submit all papers by this date, you will be considered at 100% of your demonstrated need. The second-tier deadline is the last day of April. If you submit all papers by this date you will be considered at 90% of your demonstrated need. The third-tier deadline is June 15, at which time you will be considered at 80% of your demonstrated need. After this, if funds are still available, we will distribute what we can at some lower rate than 80%. It is in your best interest to complete the requirements of the application process as soon as possible.

Maybeck utilizes the ***School and Student Service for Financial Aid (SSS)***, a service of the ***National Association of Independent Schools (NAIS)***, for assistance in analyzing your application relevant to standard practices. We encourage families to utilize the NAIS website as instructed below for the quickest and most effective way to process your information.

INSTRUCTIONS

1. Complete the **Parents' Financial Statement (PFS)** using the data from your **finalized 2011 federal income tax forms. The Maybeck code is 4963.**
 - a. Access online at <http://sss.nais.org/>, **Website for Families**. Click on "Enter Now".
 - b. By mail, complete the enclosed PFS form and send it with the applicable fee (or fee waiver) directly to SSS.

2. **IMPORTANT! Send the following items directly to SSS using the PFS Documentation Cover Sheet enclosed** (or you may also download this form from the NAIS website). If we are missing any of these documents, we cannot process your request.
 - a. A copy of your **2011 Federal Income Tax Form 1040, 1040A, or 1040EZ**, including all schedules. In order to participate in the first-round processing of grant awards, you will need to do your taxes early. Do not send copies of your California state tax forms.
 - b. A copy of your **2011 Form W-2** or **Form 1099** (if you are self-employed) and/or a copy of your Social Security or Disability benefits letter.
 - c. Complete and sign the enclosed **IRS Form 4506**. **Do not write in any dates!** This form allows us to check your tax records. **Do not send us a check for \$57 as this fee is only required when we use the form.**
 - d. **Copy of student's birth certificate.**

3. **PLEASE NOTE:** If you are **divorced, separated, or have never been married**, the other legal parent/guardian of your child should also provide the above documents to SSS and complete a separate **Parent's Financial Statement** for submission to SSS. Our policy is to encourage all legal parents'/guardians' involvement in funding their child's education. **If the other legal parent/guardian is unavailable or unwilling to participate in providing all necessary information, we will not be able to reduce their half of the full tuition amount.**

After we receive all requested materials from you, it may take up to three weeks for us to evaluate your need and determine your award amount. You will receive notification of our financial aid award offer by mail from our Finance Committee.