

# Financial Aid Applications



## Information for Families Applying for Aid for the 2018-19 School Year

Thank you for your interest in West Side Montessori School for the 2018-19 school year. You may begin to apply for financial aid starting on October 2, 2017, as described below. To be eligible for consideration for financial aid at WSMS, you must complete your application by January 15, 2018. Award notifications will be sent to returning or early notification families by mid-February 2018 and to newly accepted families on March 1, 2018 per ISAAGNY guidelines.

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We use School and Student Services (SSS) to process financial aid applications. SSS is a service of the National Association of Independent Schools. Based on the financial information you provide on your Parents' Financial Statement (PFS), SSS gives us an estimated amount your family can contribute to educational expenses. The WSMS Financial Aid Committee uses this information as a component of its review. This information helps us make fair and objective financial aid decisions. If you require a fee waiver for submission, please call (212) 662-8000 and ask for Judy Lyons. The Committee considers each case individually and gives preference to families with parents working outside the home and children that are not of kindergarten age. To submit your financial aid application, please follow the 2 steps below.

### STEP 1: Submit PFS to SSS by January 15, 2018.

1. Starting on October 2, 2017, go to [sss.nais.org/parents](http://sss.nais.org/parents).
2. Click on the "Complete your PFS" button.
3. You will set up a PFS Online account using your e-mail address and a password.  
*Returning parents: If you completed an online PFS application last year, use your e-mail address and existing password. If you have forgotten your password, click on "Forgot my password." Our SSS code is 1337.*
4. Submit and pay for the PFS (\$49). This fee is nonrefundable.

### STEP 2: Submit supporting documents to WSMS by January 15, 2018.

Please send electronic copies of the following documents to [financialaid@wsmsnyc.org](mailto:financialaid@wsmsnyc.org).

*Please do not upload documents to SSS.*

- 2016 and 2017 signed tax forms (Federal, State/City) with all schedules including W-2 and 1099 forms.
- If 2017 signed tax forms are not yet available, please submit the following:
  - 2017 W2 and 1099 forms.
  - Your last 2017 pay stub(s) which includes your total gross compensation for the year.
  - If you are self-employed, an estimated Schedule C for 2017.

*Employers have until January 31, 2018 to send 2017 tax documents. If submitting a PFS without these documents, please use your best estimates for 2017. As soon as you receive 2017 W-2 and 1099 forms, please send them to us. We must receive all 2017 tax documents by no later than April 15, 2018. After we receive 2017 tax forms, we reserve the right to adjust financial aid awards accordingly.*

For SSS questions, please call 800.344.8328 or email [sss@nais.org](mailto:sss@nais.org).

For general questions, please contact Judy Lyons, Admissions Director, at [jlyons@wsmsnyc.org](mailto:jlyons@wsmsnyc.org), 212.662.8000.