

HRS Financial Aid Applications

Information for Families

Thank you for your interest in **Head-Royce School** for the 2011-12 school year. You may begin to apply for financial aid starting on November 1, 2010, as described below. The first step is to submit the **Head-Royce Financial Aid Request Form** available online at www.headroyce.org or by calling our Admissions and Financial Aid office. To be eligible for consideration for financial aid at **Head-Royce School** you must complete your Parent Financial Statement (PFS) application by **November 22, 2010 (returning current HRS Financial Aid families) or January 13, 2011 (all new Financial Aid applicant families)**. Submit **2010 Federal 1040's, all schedules, W-2's and Form 4506** along with your PFS cover sheet to the processing service by February 11, 2011. We will communicate decisions about financial aid on **March 1, 2011 (current HRS students) or on the admissions decisions notification dates in March 2011 for all new students entering grades K-12.**

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 in the Parents' Financial Statement, SSS gives us an estimated amount your family can contribute to educational expenses. This estimate is a starting point to help us make fair and objective financial aid decisions. To begin your financial aid application for the 2011-12 school year, please follow these steps below. (You only have to complete one PFS even if you have several children applying to our school.)

ONLINE

1. Go to sss.nais.org.
2. Select the SSS Website for Families.
3. Click on the "Apply Now" button to begin your Parents' Financial Statement (PFS) online.
4. You will set up a PFS Online login/password that will allow you to return to work on your PFS again before submitting it.
5. Submit and pay for the PFS.
6. Print out the PFS Cover Sheet. (When you have successfully submitted the PFS, your confirmation page will include a link to a cover sheet that is pre-populated with your information. You can also access your cover sheet at any time by going to PFS Online, logging in, and clicking on "Print Cover Sheet" from the left-hand menu.) You will use the PFS Cover Sheet when submitting your federal tax returns in February.
7. Mail the required tax documents *with your PFS cover sheet* to: SSS by NAIS, Application Processing Center, P.O. Box 449, Randolph, MA 02368-0449. (For overnight mail: SSS by NAIS, Application Processing Center, 437 Turnpike Street, Canton, MA 02021.)

Note: If you apply for financial aid online, your information will be delivered more quickly to our school, allowing us to make a faster decision about your eligibility for financial aid.

BY MAIL

1. If you don't already have a printed Parents' Financial Statement (PFS) form, call our school 510-531-1300 ext. 2113. You will also need our Head-Royce Financial Aid Request Form and Form 4506.
2. Complete the PFS and return it and all required backup documents with a cover sheet to: SSS by NAIS, Application Processing Center, P.O. Box 449, Randolph, MA 02368-0449 USA. (For overnight mail: SSS by NAIS, Application Processing Center, 437 Turnpike Street, Canton, MA 02021.)

Call (800) 344-8328 with any questions (Mon - Fri: 9am - 8pm EST. Sat: 9am - 4pm EST)