

# The Foote School

## Financial Aid Process - Returning Students - First Request for Financial Aid

**If your child is currently enrolled at Foote and you have not been receiving financial aid, there must be a significant change in your financial profile to be considered for aid.**

Please start by reviewing the Financial Aid FAQs on our website FooteSchool.org.

To apply for financial aid, follow these steps:

### **By February 15**

1. Notify the Director of Financial Aid, Kelly Small, at [ksmall@footeschool.org](mailto:ksmall@footeschool.org) or 203-777-3464, of your intent to apply for financial aid for the 2018-2019 school year.
2. Complete the Parents' Financial Statement (PFS) online.
3. At <http://sssbynais.org/parents>, click on "Complete Your PFS" and create an account for your family using your email address. Be sure to keep your login and password information. Please note that if you are applying for more than one child you only need to complete one PFS form. Foote's school code is 3191.

### **Electronically upload copies of the following documents to the SSS website:**

1. A signed and completed copy of your 2016 and 2017 Federal 1040 tax forms (state taxes are not necessary), including all supporting schedules
2. 2016 and 2017 W-2s
3. If you have a Partnership or S-Corp, you are also required to submit a copy of the K-1(s) and 1065 forms.
4. If you report parent student loans in the debt question on the PFS, you are required to submit the most recent loan statement as an additional document.

**Send a letter to the Financial Aid Committee** describing the change in your financial situation that precipitates your request for financial assistance. Include any special circumstances you would like the Financial Aid Committee to consider.

### **March - April**

The Financial Aid Committee meets throughout this time. The information provided helps the committee make equitable and fair awards to help as many families as possible. This process is completely confidential and your financial information will only be available to the members of the Financial Aid Committee.

### **End of April**

Notifications of financial aid awards will be sent to those families who have submitted all necessary paperwork.