

Jan White

From: Jan White
Sent: Tuesday, December 13, 2011 8:55 PM
To: Jan White
Subject: STPCS Lower School Update December 13 2011



Dear Lower School Families,

We have several special holiday events scheduled in the coming days and hope you will visit us as often as you can. From our Christmas Strings, Guitar, and Band Concert to our Annual Christmas Program, the spirit of the season will certainly surround you. Please read the information below for details about these events and other news. Merry Christmas and best wishes for a happy, healthy new year! With God's grace ~Jan White

"Change your heart from a busy inn that has no room for your Son, that it may be a quiet chamber kept for Him... Rejoice in the coming of our Savior and join in the song of angels, share the delight of shepherds, and adore Him with the Wise Men."

Dates to Remember

- **Strings, Guitar, and Band Christmas Concert** - Join the ensemble as they perform classic hits of the season on **December 14, 7-8:30 p.m.**
- **2012 Spring After-school Activities Online Registration** - Registration is open **December 14** at 6 p.m. for our most popular clubs, along with some new activities. For a complete list of activities, including descriptions, schedules, fees, see the *After School Activities attachment*. All information can also be found on our website's homepage.
- **Athletic Update and News** -On **December 2**, the students of STPCS raised \$500 in support of the SPCA Adopt a Dog project and welcomed to the community its own mascot, Wolfgang. Wolfgang will be at the Senior girls basketball game this **Saturday, December 17** at 2:45 p.m. Other basketball games are scheduled for 10-3:30 on Saturday and 1-6 on Sunday.
- **Christmas Program** - Embrace the holiday season on **December 20** by attending the Saint Patrick Catholic School Christmas Program. For your convenience and to accommodate our families and patrons, program times are scheduled for 8:30 a.m. and 1:00 p.m. . Programs will highlight every grade level.
- **Holiday Tennis Anyone?** Play, laugh, and learn with friends over the holidays, **December 21-23**, with the *Folkes-Steves Holiday Tennis Camp at Old Dominion University*. For more information see the *attachment*.
- **Admissions Open House** -Invite your friends to our open house on **Thursday, January 12** at 7:00 pm in the Media Center. If you know anyone who might be interested in applying to our school, please help spread the word about the STPCS Admissions Open House. Questions? Contact Jamye Brown, 213-0847 or jbrown@stpcs.org
- **Now Accepting Applications** - Admission applications for the 2012-2013 school year can be found [here](#). Applications are due by **January 15**. For questions, contact Jamye Brown, Director of Admissions, 213-0847 or jbrown@stpcs.org.
- **Celebration of Christian Unity** - Our school community will celebrate *Prayer for Christian Unity* in a special chapel service on **Wednesday, January 18, 2012** at 8:15 am. Pastors of Sacred Heart, Blessed Sacrament and St. Mary's will be in attendance. If you are a friend of another faith, of a different tradition, or from another parish, we would love to see and celebrate your minister or priest. If you have not already sent the name of your minister or priest to Missy Clark mclark@stpcs.org , please do so. Following the chapel service, we will have a continental breakfast reception in the Art Gallery Connector and a tour of our school will be offered to our guests.

Other Information

- **Financial Aid** - School and Student Services (SSS) is now accepting applications for financial aid for the 2012-2013 academic year. You will find it helpful to work through the *attached, "Parents Financial Statement Workbook"* to ensure you have the needed information to complete the online application quickly and effectively. Please see the *Financial Aid at Saint Patrick Catholic School attachment* for the steps to complete the Parents' Financial Statement online and then visit www.sss.nais.org to fill out your Parent Financial Statement (PFS) and upload your required tax documents. Applications are due by March 23, 2012. The school code for Saint Patrick is 4079. If you have any questions, please contact Jamye Brown, Director of Admission at 213-0847 or jbrown@stpcs.org.
- **Another Financial Aid Opportunity! Another financial aid opportunity!** The Catholic Diocese of Richmond will make financial aid available to all who seek a Catholic education within the confines of the Catholic Diocese of Richmond from a special fund, McMahon Parater Foundation for Education. Visit http://www.mcmahonparater.org/f_grantinfo.htm for more information. See the *attached flyer, Save Time, Apply Online for FACTS* financial aid application. Deadline to submit the FACTS application and supporting documents is March 1, 2012. Questions? Contact Jamye Brown, 213-0847 or jbrown@stpcs.org
- **Yearbooks** - Yearbooks for the 2011-2012 school year are now on sale by following the "Yearbook Orders" link on the lower left hand side of our STPCS homepage or by visiting www.jostensyearbooks.com. Books are priced at \$40 for our special early-bird offer, with the price increasing to \$45 after January 26, 2012. Please note that personalized yearbooks, featuring embossed names and icons, are only available for purchase until January 26. *A yearbook order form is attached* and available at the front desk. Cash is accepted and checks made payable to STPCS.
- **Li'l Sprouts Garden Club Needs Your Help** - Our Li'l Sprouts have been doing such a great job in their garden that we need to expand! We are looking for experienced, knowledgeable friends who can help us build three new raised garden beds in time for the start of our next session, March 2012. All materials will be provided. Contact Sheila Jessen at sjessen@stpcs.org or 213-0945 for more information.
- **Rosary Prayer Circle** - Holding the needs of each other in prayer is a powerful way to be community. Parents and friends are invited to attend our weekly Rosary Prayer group each Friday during the school year from 2:45-3:15 p.m. . We meet in our chapel and pray the rosary for all the needs and intentions of our community. All are welcome to attend whenever their schedule permits. Special thanks to Christine Martinez for coordinating this faithful group. Please note, also, we have a Community Book of Prayer in our chapel listing the names of people who are sick, have died, or who have a desire for prayer.

Jan White, M.Ed., Ed.S
Director of Studies and Lower School
Saint Patrick Catholic School
1000 Bolling Avenue
Norfolk, VA 23508
757-213-0843

Saint Patrick Catholic School
Spring LS Semester Student Activities Online Registration

Ciao Parents,

Please find the confirmed schedule of Spring LS activities and descriptions of each attached. To register your child, please complete on-line registration as follows:

Online registration process:

Start Time: Wednesday, 14 December at 6PM

If your child is interested in participating in one or more of the spring activities on the below list, please send an **email to:** sjessen@stpcs.org with the following information:

1. **Subject line: “name of club”.**
2. Child(ren)’s name, grade, teacher
3. State if enrolled in After Care on the day of the week the activity will be taking place
4. Parents name, phone number and emergency information (name, relationship to child, phone number).

Again, “*grazie mille*” for your support for our upcoming spring activities! If you have any questions, please do not hesitate to contact me.

Sincerely,

Sheila Jessen
Extended Care Director
213-0945

Youth Fitness – Star Squad Cheering

Star Squad Cheering introduces children, ages 3 to 5, to several skills including...

Gymnastics Dance Stage Presence Voice Projection Teamwork

Classes are taught by an experienced cheer instructor with competition background. Children will learn cheers, stunts and dances with age appropriate music. As the children progress, pep rallies will be held to display their talents. New material is introduced as the “team” progresses. For additional information, please contact Dana Bevington at youthfitness@cox.net .

Grades: Pre-K –K grades

Day & Time: Tuesday, 3:15-4:15PM

Club Fee: \$200 (\$40/month)

Months: January - May

Start Date: Tuesday, 10 January

Youth Fitness – Gymnastics

Limited class size and specially formatted classes insure that children are not waiting in the sidelines for their turn to learn. Our goal is for your tumbler to perform gymnastic skills such as cartwheels, forward/backward rolls, round offs, advancing to beam activities improving balance and coordination. The use of mats and age appropriate equipment insures complete safety and aid in each child's comfort. Stretch-n-Grow promotes wellness in each program we offer as well as instilling the "Fun-Factor" in every class we deliver. For additional information, please contact Dana Bevington at youthfitness@cox.net.

Grades: Pre-K –K grades

Day & Time: Tuesday, 4:15-5:15PM

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Start Date: Tuesday, 10 January

Chess – Rules, Strategies & More

Students learn the basics of the game and then start to expand their knowledge through chess challenges and games. Facilitated by a former Virginia State Champion, students of all ages are welcomed to participate. This club will be limited to 15 students. For additional information, please see our website listing with the attached flyer: **Chess Club 2012**.

Grades: K – 8th grade

Day & Time: Thursday, 3:30 – 4:30PM

Club Fee: \$175 (\$35/month)

Months: January - May

Start Date: Thursday, 12 January

ESDA Karate Club

This hands-on program teaches the style of Tang Soo Do, a Korean form of martial arts which focuses on blocking, hand strikes, kicks, self defense and joint manipulation. Along with muscles, intensity and endurance, ESDA provides lessons for life and believes martial arts is more than fighting. The curriculum is

designed to incorporate core values of focus, concentration, dedication, work habits, strong ethics as well as a well-rounded Martial Arts course of instruction. For additional information, please see our website listing with the attached flyer:

ESDA Karate Club.

Grades: Pre-K – 8th grade

Day & Time: Tuesdays and Fridays, 3:30-4:30PM

Club Fee: New students: \$275 (\$55/month); Returning students: \$225 (\$45/month); Family discount: 3rd & 4th students ½ price.

Months: January - May

Start Date: Tuesday, 10 January

Guiding Young Minds (G.Y.M.) Basketball

Guiding Young Minds is an after school basketball program designed for elementary school students ages 5-13. It is a great way to learn new skills or sharpen skills you already have. The club will focus on playing both offense and defense. Your child will be introduced to drills that teach PROPER ball handling, shooting, passing techniques and much more!! Students will work hard with FUN and competitive drills that will challenge their skills! This club will be limited to 20 players per group. For more information, please go to www.nadinedomondbasketball.com.

Grades: K – 4th grade

Day & Time: Wednesday, 1:15-2:30PM

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Months: January - May

Start Date: Wednesday, 11 January

Young Yogis Yoga – Yoga Pops

Calling all STPCS students! Come get physically fit, feel emotionally calm, and build great focus and concentration skills. When participating in a Young Yogis Yoga, Yoga Pops or Yoga Rox yoga class, students may look forward to much of the following throughout their session:

Sit Back~Relax...Be Present – Everyone needs a break from all of their talking, learning, “doing” and achieving (even from yoga postures!). Sometimes it’s ok just to sit and “be”.

“Strike a Pose” – Learning the physical postures of yoga and create a cardio-flow while listening to fun music!

“Inside Voices & Outside Choices” – An open discussion format that encourages making positive choices to be healthy & happy on the inside and to live harmoniously in the outside world.

“Stop...and Smell the Lavender” – Learn visualization a breathing techniques that help students quiet their thoughts, still their bodies and slow down from the busyness of their days. For questions or additional information, please contact Rita Woods (757-201-8610) or RWoods@YoungYogisYoga.com

Required materials fee for new yogis only: \$25 (includes Personal Mat)

Optional mat bag: \$20

Grades: K-4th grades

Day and Time: Thursday, 3:15-4:20PM

Club Fee: \$210 (\$ 42/Month)

Months: January - May

Start Date: Thursday, 12 January

Little Feet Dance Studio - Let's dance and get moving!

Your child will learn to dance in a fun, pressure free environment – Ballet – Tap – Jazz. Classes will be offered for all age levels to both boys and girls. Students will learn the foundation of ballet, tap, jazz and modern dance dependent upon their age. They will also have the opportunity to share their learning with parents and other students through an informal showing.

Attire: Children may wear leotards and tights or yoga pants and comfortable shirts. **Ballet and tap shoes are required.** For additional information, please see our website listing with the attached flyer: **Little Feet Dance.**

Grades: K-3rd grades - BALLET, TAP, JAZZ

Day and Time: Wednesday, 1:20-2:20PM

Club Fee: \$275 (\$55/month)

Months: January - May

Start Date: Wednesday, 18 January

Grades: 4th-8th grades - BALLET, TAP, JAZZ, MODERN

Day and Time: Wednesdays, 2:30-3:30PM

Club Fee: \$275 (\$55/month)

Months: January - May

Start Date: Wednesday, 18 January

Li'l Sprouts Garden Club

This hands-on club will allow your children to explore the wonders of learning about where vegetables come from, how to plant them from seeds and small plants and how composting benefits the planet. Each week our Li'l Sprouts will meet to plan, plant and tend their garden. When the vegetables are mature, they will be donated to a local charitable community organization for distribution to the needy. This club will be limited to 12 students.

Grades: Pre-K – 1st grades

Day & Time: Thursday, 3:15-4:00PM

Club Fee: \$30 (students currently enrolled in After Care on the scheduled day - \$15)

Months: March - May

Start Date: TBD (weather dependent)

Youth Fitness – Stretch-n-Grow

Why Stretch-n-Grow? Our classes, designed for 2-5 yr olds, exercise kids' hearts and lungs, strengthen muscles, improve flexibility and further develop motor skills. Our sessions are action packed, non-stop fun where every child is the focus – No Waiting In Line! Pre-sport skills are taught through specific age appropriate activities and discussions on health related topics. KIDS LOVE IT! For additional information, please contact Dana Bevington at youthfitness@cox.net.

Grade: Pre-K/K grades

Day & Time: Friday, 3:15-4:15PM

Club Fee: \$175 (\$35/month)

Months: January - May

Start Date: Friday, 13 January

Youth Fitness – Super Sports

Our "Super Sports" learn good sportsmanship while developing specific skills for many sports. Each month we will introduce a different sport cultivating physical abilities that will contribute to future sport dexterity.

Football

Soccer

Tee/Base Ball

Basketball

And more.....

Kids have lots & lots of good clean fun!!! For additional information, please contact Dana Bevington at youthfitness@cox.net.

Grades: Pre-K/K grades

Day & Time: Friday, 4:15-5:15PM

Club Fee: \$200 (\$40/month)

Months: January - May

Start Date: Friday, 13 January

Message in Motion – Ministry of Dance

Pre-K Want to learn how to break dance? What about shuffling to the beat? Then this class is for you! This creative movement class is designed for children to explore movement and worship through dance, while being introduced to a variety of dance forms including Hip Hop, Jazz and Tap. Students will have the opportunity to present their dances at school programs. This class is open to boys and girls. **Tap shoes required.** For additional information, please see our website listing with the attached flyer: **Message In Motion.**

FREE TRIAL SESSION FOR NEW STUDENTS – Monday, 9 January

Grade: Pre-K grade

Day & Time: Monday, 3:15-4:15PM

Club Fee: \$225 (\$45/month)

Months: January - May

Start Date: Monday, 9 January

Message in Motion – Ministry of Dance

K – 4th grade Have you always wanted to learn to break dance? What about shuffling to the beat? Through a variety of dance forms including Tap and Hip Hop learn to share God's message through the art of dance. This class is open to boys and girls with all levels of experience. Students will have the opportunity to present their dances at school programs. **Tap shoes required.**

FREE TRIAL SESSION FOR NEW STUDENTS – Monday, 9 January

Grades: K – 4th grades

Day & Time: Monday, 3:15-4:15PM

Club Fee: \$225 (\$45/month)

Months: January - May

Start Date: Monday, 9 January

***NOTE:** If both classes have enough students register to go forward, each class will have an individual instructor.

Jan White

From: Sheila Jessen
Sent: Thursday, December 08, 2011 5:11 PM
To: Jan White
Subject: Bi-weekly input
Attachments: Spring LS 2012 After School Activities Online Registration.doc; CHESS Club 2012.pdf; ESDA Karate Spring 2012 flyer.pdf; Little Feet Dance Studios Spring 2012 flyer.pdf; MessageInMotion Flyer Spring 2012.pdf

Ciao Jan,

1. Attached is the LS After Care School Activities listing. Please include this in your bi-weekly email. The following flyers are also attached:

Chess club
ESDA karate
Little Feet Dance
Message In Motion

2. **Li'l Sprouts Garden Club Needs Your Help** - Our Li'l Sprouts have been doing such a great job in their garden that we need to expand. We are looking for experienced, knowledgeable friends who can help us build three new raised garden beds in time for the start of our next session in March 2012. All materials will be provided. Contact Sheila Jessen at sjessen@stpcs.org or 213-0945 for more information.

V/R,
Sheila Jessen
Extended Care Director
440-5500 ext 745

La vita e' migliori quando tu sorridi....Life is better when you smile.



CHESS INSTRUCTION BY *E. RODNEY FLORES*

SERVICES

- ◆ GROUP LESSONS
- ◆ PRIVATE LESSONS- IN PERSON & VIA PHONE

CREDENTIALS

- ◆ 1998 VIRGINIA STATE CHAMPION
- ◆ 1996 AND 1998 HAMPTON ROADS CHAMPIONS
- ◆ 4-TIME PORTSMOUTH CHAMPION
- ◆ 4TH PLACE ENTIRE U.S. NAVY, COAST GUARD & MARINES 1993
- ◆ 2ND PLACE BLITZ TOURNAMENT FOR ENTIRE U.S. NAVY, COAST GUARD & MARINES 1993
- ◆ MEMBER OF U.S. NATO CHESS TEAM 1993
- ◆ TOP USCF RATING 2141
- ◆ TOP FIDE RATING 2263

EXPERIENCE

- ◆ 1998-1999 COACHED HICKORY HIGH SCHOOL CHESS TEAM TO CITY CHAMPIONSHIP
- ◆ 1998-2000 TUTORED VIRGINIA ELEMENTARY & MIDDLE SCHOOL STATE CHAMPION NELSON LOPEZ II
- ◆ TOP STUDENT GAINED FULL 4-YEAR SCHOLARSHIP TO UNIVERSITY OF DALLAS AT TEXAS FOR CHESS

TOPICS COVERED

- ◆ RULES OF THE GAME & HOW ALL PIECES MOVE
- ◆ SIMPLE CHECKMATES, MATE IN TWO, MATE IN THREE, COMBINATIONS
- ◆ FORMATION OF OPENING REPERTOIRE
- ◆ MIDDLEGAME EXERCISES
- ◆ ENDGAME STUDY- KING & PAWN, MINOR PIECES, ROOKS, ETC.
- ◆ TACTICAL PROBLEM SOLVING
- ◆ MOTIF RECOGNITION

CONTACT INFORMATION

757.582.2999

rflores@pinnaclegrpeng.com

Message In Motion

a ministry of dance

**Free Trial Dance Classes For New Students!!
Week of 9 January**

Hip Hop, Tap, Jazz, Modern, and more



www.messageinmotiondance.com

Pre-K

Mondays 3:15-4:15

Want to learn how to break dance? What about shuffling to the beat? Then this class is for you! This creative movement class is designed for children to explore movement and worship through dance, while being introduced to a variety of dance forms including Hip Hop, Jazz, and Tap. Students will have the opportunity to present their dances at school programs. This class is open to boys and girls. **Tap shoes required.**

Grades K-4 Class

Mondays 3:15-4:15

Grades 5-8 Class

Tuesdays 3:30-4:30

Have you always wanted to learn how to break dance? What about how to shuffle to the beat? Through a variety of dance forms including Tap and Hip Hop -- learn to share God's message through the art of dance. This class is open to boys and girls with all levels of experience. Students will have the opportunity to present their dances at school programs. **Tap shoes required.**

****To register for free trial class, please contact Sheila Jessen by
Tuesday, 3 January****

Please contact Laney Comer or Brittani Rudi at 757-818-3858 or email messageinmotion2@gmail.com with any questions. Class is held at STPCS. Boys and girls ages 2-12 are welcome to participate. Class includes technique in above dance forms. Official classes begin the week of 9 January, with classes running continuously from Jan-May.

The cost is \$45 per month, or \$225 session with school performance opportunities.

LITTLE FEET DANCE STUDIO

LET'S DANCE AND GET MOVING!

Your child will learn to dance in a fun, pressure free environment!



BALLET



TAP



JAZZ

Classes will be offered for all age levels to both boys and girls. Students will learn the foundation of ballet, tap, jazz and modern dependent upon their age. They will also have the opportunity to share their learning with parents and other students through an informal showing.

Attire and Shoes: All students need a pair of BALLET AND TAP SHOES. Children may wear leotards and tights or yoga pants and comfortable shirts.

For additional information, please contact Kristin Poulin at 757-287-5374 or email klhbos@hotmail.com.

Please visit <http://www.littlefeetdancestudio.com> to learn more about our dance program.



Eagles Self-Defense Academy will once again be offering an after school Karate Program at St. Patrick Catholic School during school year 2011-2012 on Tuesdays and Fridays from 3:30 to 4:30PM.

Some of the benefits your child(ren) will receive from the training are:

- ♦ **Better grades**
- ♦ **Improved behavior**
- ♦ **Improved focus**
- ♦ **More Concentration**
- ♦ **Better grades**
- ♦ **Non-contact bully deterrent**
- ♦ **Plus much more**

You will receive peace-of-mind by knowing the training is:

- ♦ **Family Centered**
- ♦ **Your child(ren) will receive quality instruction (Hall of Fame Instructors)**
- ♦ **Tuition rates are low**

For more information contact either Ms. Jessen at STPCS

or

Master Jack at (757) 480-5282 or bassai@cox.net

Website: <http://www.bassai.biz>

Saint Patrick Catholic School
Spring LS Semester Student Activities Online Registration

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Club Fee: \$275 (\$55/month)

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Basketball

And more.....

Kids have lots & lots of good clean fun!!! For additional information, please contact Dana Bevington at youthfitness@cox.net.

Grades: Pre-K/K grades

Day & Time: Friday, 4:15-5:15PM

Club Fee: \$200 (\$40/month)
Months: January - May
Start Date: Friday, 13 January

Message in Motion – Ministry of Dance

Pre-K Want to learn how to break dance? What about shuffling to the beat? Then this class is for you! This creative movement class is designed for children to explore movement and worship through dance, while being introduced to a variety of dance forms including Hip Hop, Jazz and Tap. Students will have the opportunity to present their dances at school programs. This class is open to boys and girls. **Tap shoes required.** For additional information, please see our website listing with the attached flyer: **Message In Motion.**

FREE TRIAL SESSION FOR NEW STUDENTS – Monday, 9 January

Grade: Pre-K grade
Day & Time: Monday, 3:15-4:15PM
Club Fee: \$225 (\$45/month)
Months: January - May
Start Date: Monday, 9 January

Message in Motion – Ministry of Dance

K – 4th grade Have you always wanted to learn to break dance? What about shuffling to the beat? Through a variety of dance forms including Tap and Hip Hop learn to share God’s message through the art of dance. This class is open to boys and girls with all levels of experience. Students will have the opportunity to present their dances at school programs. **Tap shoes required.**

FREE TRIAL SESSION FOR NEW STUDENTS – Monday, 9 January

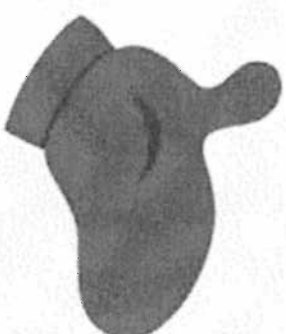
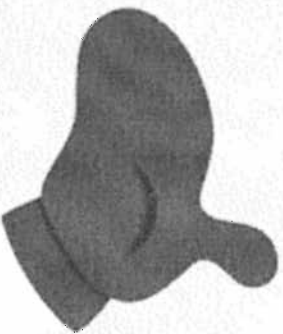
Grades: K – 4th grades
Day & Time: Monday, 3:15-4:15PM
Club Fee: \$225 (\$45/month)
Months: January - May
Start Date: Monday, 9 January

***NOTE:** If both classes have enough students register to go forward, each class will have an individual instructor.

Folkes-Stevens Holiday Tennis Camp

December 21, 22 & 23rd and December 27, 28, 29 & 30th

Come join us this holiday season to play, improve and have fun. If you are new to tennis, the USTA QuickStart Program offers the best way to have fun and improve quickly. Novice players will learn the rules, the techniques and good sportsmanship. Our professional staff is well qualified, certified and experienced working with young players. The Folkes-Stevens Winter Holiday Tennis Camp is for players of all levels from beginners to High School Varsity Players. If your goal is to become more competitive, our staff will teach you the latest and best strokes and game strategies. Our staff will share their love of tennis with your kids.



Quick start

Ages 5 & 6 year olds 8:00-9:00 AM

December 21, 22, 23, 27, 28, 29 & 30th

Cost \$16 per day member \$21 per day non-member

1st Holiday Camp

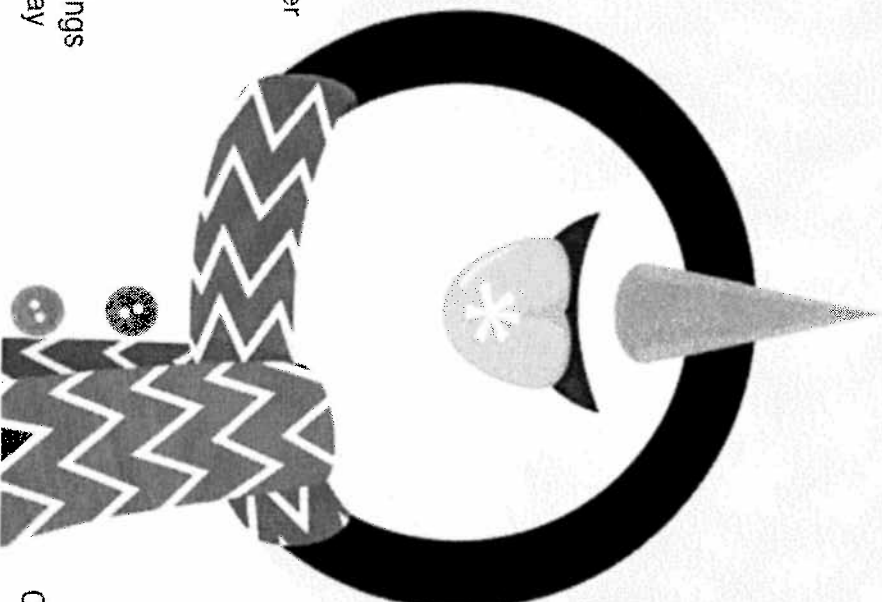
December 21, 22 & 23rd

Camp hours 9:00-12:00 mornings

1:00 PM-4:00 PM extended day ages 8-18

Cost \$146.00 member \$168.00 non-member mornings

Cost \$262 member \$285 Non-member extended day



2nd Holiday Camp

December 27, 28, 29 & 30th

Camp hours 9:00-12:00 mornings

1:00 PM-4:00 PM extended day ages 8-18

Cost \$195 member \$225.00 non-member

Cost \$349 member \$359 Non-member extended day



SCHOOL & STUDENT SERVICES BY NAIT

Parents' Financial Statement (PFS) Online Workbook

A guide to completing your application for
financial aid, from start to finish

*Print out this workbook
or keep it open on your screen.*

Before You Begin

Here are a few notes before you begin your Parents' Financial Statement Online:

- **Ensure that you're applying for the correct academic year.** While the vast majority of applications we receive from this point forward are for the 2012-13 academic year, some schools still may be accepting applications for 2011-12. Refunds are not available for incorrect submissions so double checking is highly recommended.
- **You should only complete the Parents' Financial Statement (PFS) if you have been instructed by a school to do so.**
Over 2,100 schools use the PFS as their financial aid application. To confirm that the school to which you are applying uses the PFS, check the list of SSS Subscriber Schools at sss.nais.org/go/ssscodes.
- **You should complete one PFS for your household.**
If there is more than one adult in your household, you will fill out the information for both "Parent A" and "Parent B." The PFS will also ask you if the student applicant has another living biological parent living *in a different household*. If so, that other parent should also complete a *separate PFS*.

If you have more than one child applying for financial aid, you should submit just one PFS to apply for all your children. (In the PFS, you will complete the information for "Student Applicant A," "Student Applicant B," etc.) The fee for submitting the PFS is the same whether you are applying for one child or for several children. The fee is also the same whether those children are applying to one school or several schools.

- **Submitting your PFS Online will cost \$37, and the fee is nonrefundable.**
You can pay the \$37 fee by debit card, credit card, or PayPal. More information is provided on the Submit and Pay section of the application.

The fee to submit a PFS using the paper form is \$49.

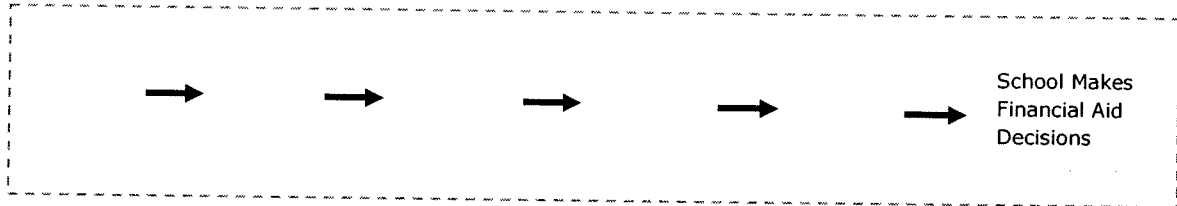
- **Your information is safe.**
The process we use at SSS to protect the information you enter on the PFS (or on other documents you send to us) meets the highest standards in information security. Go to sss.nais.org/go/security to read about the steps we take to keep your information safe. Schools are also encouraged to keep your information private and to allow access to as few people as possible.

You can help us safeguard your information by following these few steps: (1) Do not share your PFS Online password with anyone else. (2) If you submit additional documents to SSS as instructed by a school, black out any Social Security Numbers.

- **We're here to help.**
We understand that the PFS is a comprehensive application and takes time to complete. We offer on-screen tips and examples that we hope will help answer your questions. Our toll-free Customer Service Center is available to help as well at (800) 344-8328 (see page 12 for hours of operation). If you have a question specific to a school, contact that school's financial aid office directly.

Overview of the Application Process

Schools use School and Student Services By NAIS (SSS) to help them make fair and accurate financial aid decisions. Here's how the application process works.



Step 1: Prepare to apply.

Find out from each school its application deadlines and requirements. Then gather any materials you will need to reference as you answer the questions in the PFS. Read more on page 4.

Step 2: Complete your online PFS.

From your PFS Online Dashboard, choose to begin a new PFS for the academic year for which you are applying. As you work, you can stop and save your work at any time then log in again using your email address and PFS Online password. Read more on page 5.

Step 3: Pay for and submit your PFS.

Once you have completed all the fields of the PFS, on the Pay and Submit screen you will choose your method of secure payment (\$37). Once you submit your PFS, your information is sent immediately to schools. It cannot be withdrawn from the PFS system and your money cannot be refunded. Read more on page 8.

Step 4: "Manage" any additional documents you must submit.

On the Manage Documents screen, you can see what additional documents you should submit to SSS as part of your application, track the receipt of documents you submitted, and upload documents from your computer. Read more on page 9.

Step 5: View your Family Report to understand SSS's estimate of your family contribution

After you have paid for and submitted your PFS, SSS processes your information immediately and sends your PFS and Estimated Family Contribution to all of the schools you selected. *Each school makes its own financial aid decisions, but uses SSS's estimate as a starting point.* You can log back in to PFS Online and View Your Family Report to read about how SSS calculated your Estimated Family Contribution. Read more on page 10.

After submission, you can make updates if necessary. Read more on page 11.

Step 1: Prepare to Apply

Know your school deadlines

Find out what is required, and by when for each school you're applying to. Use this list to keep track of those dates.

School Name	SSS Code <i>Ask the school or go to sss.nais.org/go/ssscodes</i>	Deadline to submit the PFS	Deadline to submit additional required documents

By Mail or Online: You have the option of submitting additional required documents to SSS by mail or by uploading them online. Once uploaded, please allow 48 hours before they become available in the school's system. If you mail items to SSS, mail them *at least 10 days* before the school deadlines to leave time for mail delivery as well as SSS processing time.

Be ready to answer the questions in the PFS

Types of Questions You'll Answer in the PFS	Information to have handy to answer these questions
<p>Questions about your family's income ("what you earn and receive") You will answer questions about income that is taxed and income that is not taxed. Questions about "taxable income" cover salaries/wages earned by parents <i>and</i> children; alimony; and taxable dividends or interest income. Questions about "non-taxable" income cover child support, social security benefits, etc.</p>	<ul style="list-style-type: none"> • W-2 and/or 1099 form(s) • IRS Form(s)1040 or 1040a • Social Security statements (SSA-1099 forms) • A sum of the child support you actually received
<p>Questions about the value of your assets ("what you own") Be ready to answer questions about the value of your home and what you pay. The PFS will also ask you about the vehicles you own and about investments and retirement plan accounts.</p>	<ul style="list-style-type: none"> • Mortgage principal balance statements for your home(s) • Lease or finance statements showing the amount owed on vehicles • Bank, investment, and/or mutual fund account statements • Retirement Plan account statements
<p>Questions about your debts ("what you owe") These include questions about the amount you owe on your credit cards, as well as other debt you have incurred.</p>	<ul style="list-style-type: none"> • Credit card statements • Bills/account statements showing major debt outstanding (for past educational expenses, past legal or funeral expenses, damage from natural disasters, etc.)
<p>Questions about how much you pay for educational expenses for <i>all</i> your children (not just the children for whom you are applying for financial aid). The PFS also asks HOW you pay for these expenses – that is from what sources (your own funds, loan, friends/family, etc.).</p>	<ul style="list-style-type: none"> • A sum of the expenses you pay for school, college, and childcare for EACH of your children.
<p>Questions about other family expenses These will include questions about medical and dental care expenses that weren't covered by insurance; and questions about cost of camps, lessons/tutors, and vacations.</p>	<ul style="list-style-type: none"> • A sum of the expenses you paid for medical/dental premiums, as well as non-reimbursed amounts • A sum of expenses for camps/lessons/tutors • A sum of the expenses for vacations taken by all members of the family.

Step 2: Complete Your Online PFS

Technical Considerations

- **Your Internet Browser:** The following browsers are recommended to successfully view and work within Parents' Financial Statement Online:

Windows

Internet Explorer 7 or 8, Google Chrome or Mozilla Firefox.

Mac OS

Internet Explorer 7 or 8, Mozilla Firefox or Apple Safari.

- **Choose the academic year for which you'd like to apply for financial aid:** At some points during the year, SSS may have applications open for two academic years. Remember to choose the application for the academic year in which you are applying for financial aid. It's important to note that refunds are not available for applications submitted for the incorrect calendar year.
- **How to Return to Your Application at a Later Date:** You do not have to finish your PFS in one sitting. To return to it, from the SSS Website for Families (sss.nais.org/parents), enter the PFS Online then login. If you have forgotten your password, click on "Forgot My Password."
- **"Save and Continue" vs. "Save and Finish Later" Buttons:** At the bottom of every screen in the PFS Online, you'll see two "save" buttons. If you press "Save and Finish Later," you will leave the PFS Online. You should press this if you are finishing your session and wish to log out. If you have completed the page and wish to move on to the next, press "Save and Continue." Note that if you haven't finished answering all the questions on that page, you will be prompted to do so. If an answer doesn't apply to you, fill in a zero. Don't leave it blank.
- **The Back Button:** Do NOT use the Back button on your Internet Browser. Instead, use the *Back* button at the bottom of the page. Data may be lost if you use the browser back button.

Help Along the Way

Throughout the PFS, you'll see Help Tips on the right side of your screen. For example, if you need to refer to a particular tax form to answer the question, we'll tell you which one to view.

The screenshot shows the 'Parents' Financial Statement' interface. The main content area is titled 'E. Additional Family Information (1 of 8)'. It contains a table with columns for 'Required Info.', '2009', and 'Estimated 2010'. The table lists items such as 'Total medical, dental, and dental insurance companies' and 'Total paid for medical, dental insurance plans'. To the right of the table is a 'LAST YEAR ESTIMATE' box with a 'HELP TIPS' section. The help tips include instructions on how to enter data for the previous year and a warning not to include amounts from other tax years.

Required Info.	2009	Estimated 2010
19 Total medical, dental, and dental insurance companies. Provide explanation below.	\$	\$
184 Total paid for medical, dental insurance plans	\$	\$
20 Unusual expenses (rental below if entering a non-zero value). View acceptable & unacceptable expenses list	\$	\$

LAST YEAR ESTIMATE
October 15, 2009
LAST YEAR ESTIMATE ERROR
10/21/09

HELP TIPS
October 15, 2009
ENTER LAST YEAR'S 2009
ESTIMATED TO BE SAME AS 2009
IF YOU WISH TO ENTER THE 2009
INCOME.
DO NOT INCLUDE AMOUNTS FROM
OTHER TAX YEARS IN THE
PREVIOUS YEAR'S
IF THE 2009 ESTIMATE, 2009 IS
AND ENTER THE 2009 ESTIMATE
INCOME. ENTER THE 2009 IS
CORRECTLY ENTERED IN THE
PARENT STATE, ETC.

Tips to Avoid Common Errors

1. **If you must go backward in the application, use the "back" button at the bottom of the screen.** If you use your Internet browser "back" button at the top of your screen, you may lose information.
2. **Zero counts!** Enter a zero if a question does not apply to you. Do not leave the answer blank.
3. **Whole numbers only.** When entering numbers please use only whole numbers: no decimals or cents. Rounding to the nearest whole number is acceptable.
4. **Tell us more.** Offer explanation when requested, so a school can better understand your answer or situation.
5. **Applicants vs. Dependents.** Questions about "student applicants" refer to your children who are applying for financial aid using the PFS you're completing. Questions about "other dependents" refer to the children (or adults) for whom you provide support who ARE NOT applying for financial aid.
6. **Choose the right school.** In the Select Subscriber School section, choose the exact school you wish to apply to, in the correct city and state. Many schools have similar names.
7. **Salary vs. profit.** In the Family Income section, if you are a business owner or farm owner, in the questions about "salary," enter only the amount you draw as salary. You will provide information about profit/loss elsewhere in the PFS.
8. **Rent.** In the Family Assets and Debts section, if you rent your residence, enter the total rent you pay for the whole year, not the amount you pay each month.
9. **Paying by waiver?** Enter a fee waiver code exactly as it was provided to you by a school. It should have eight (8) characters. An incorrect code will delay processing your PFS.
10. **Use the cover sheet.** If you opt to mail in additional required documents to SSS, use a required documents cover sheet, which you can print from the PFS Online. This allows us to match your documents to your application.
11. **Mail early.** If you opt to mail in additional required documents to SSS, do so at least 10 days before the school deadlines to allow for mail delivery and SSS processing time.

FAQS

Where do I include parents' educational loans?

Report these as part of your answer to Question 17, "Debts." Specify in the Notes section for this question how much of the debt you're including in your answer is specifically for parents' educational loans.

What is Consumer Debt and how is it used in the calculation?

In Question 18, you are asked to report your credit card debt. Given the variety of types of spending that credit cards can be used for, SSS does not factor this into the calculation of your family contribution. However, schools may use this information in different ways. Enter your total outstanding balances then and use the Notes section to specify the main types of purchases that these cards were used for.

What should I include as "Unusual Expenses"?

In Question 24, you are asked to total your "unusual expenses." Below the question, click the link to see a list of the types of expenses that should and should not be included. In the Notes section for this question, write an explanation so that a school can make the decision about whether to consider these expenses.

How do I complete the income section without my tax forms being available yet?

Schools realize that most tax forms are not available until late January, and usually set their requirements accordingly. Be aware of each school's requirements. Some may ask you to submit a 2010 tax document and then later to submit the 2011 one. Using your best estimates on the PFS is acceptable if your 2011 tax information is not yet finalized.

How do I compress files that are too large to upload?

Some scanners create very large PDF files that may be difficult to upload. Fortunately, there are a number of free software tools available to compress these into smaller files. Just Google "compress PDF" for a variety of options. And as always, you can bypass uploading altogether by simply printing a cover sheet and mailing your documentation. Just make sure your materials are sent 10 days prior to the application deadline.

Step 3: Pay for & Submit Your PFS

Once you complete all sections of the PFS, you will have access to the Pay and Submit section. The fee to submit a PFS online is U.S. \$37 and this fee is nonrefundable. This is a flat fee, whether you are applying for aid for one child or several children, and whether your children are applying to one school or several schools. Your PFS and the application results will not be processed and sent to schools until we receive full payment.

Payment Options

In the Pay and Submit section, you may make your secure payment using the following methods:

- **Credit or debit card.** A charge will appear on your credit card as "SSS PFS Online."
- **Direct debit** from your checking or savings account
- **PayPal account.** This is the preferred method for international families.
- **Application Fee Waiver Code** provided to you by a school. Be sure to enter the 8-character code exactly as it was provided to you.

The screenshot shows a web interface with a navigation bar at the top containing links: My Dashboard, Complete Your PFS, Pay for Your PFS (highlighted), Manage Document(s), View Family Report, and Support. Below the navigation bar is the heading "Pay for Your PFS". The main content area contains the following text: "It costs \$35 U.S. Dollars to submit your PFS and have the results sent to as many schools as you choose. This fee is nonrefundable. Your PFS cannot be processed and sent to schools until we receive full payment. There are several options for making a secure payment. (PayPal is the preferred method for international families. [Learn more about setting up a free PayPal account.](#))" Below this is the instruction: "Below, select your method of payment, fill in the appropriate information, then click 'Submit Payment.' (**Required field.)" Underneath, it states "Total Amount Due: \$35" and "Please select your method of payment: *". There are four radio button options: "I would like to pay using my Credit Card or Debit Card.", "I would like to make an online payment using my checking or savings account.", "I would like to use my PayPal account.", and "I will use an Application Fee Waiver Code provided to me by a school."

Once you have successfully submitted and paid for your PFS, you will receive email confirmation from SSS. Your information will be immediately available to schools. **Once submitted, your PFS cannot be withdrawn and your fee cannot be refunded.**

Step 4: Manage Documents

Many schools require that families submit documents in addition to the PFS. After your PFS has been processed, on the "Manage Documents" screen of the PFS Online, you can see which documents have been received and processed by SSS and which are still outstanding. From that same page, you can upload your documents online. *After you submit and pay for your PFS, it will take up to 24 hours for it to process. Once it has been processed, you will be able to access the Manage Documents page. If your PFS has not yet been processed, you will receive a popup window message when you click on the purple "Manage Documents" page in the PFS Online.*

Uploading Documents

Following the step-by-step instructions on the Manage Documents screen, you will:

1. **Save each document that you intend to upload as a separate file.**
Each file may be up to 1.5MB in size. The files may be in any of the following formats: Adobe Acrobat PDF files; .jpg, .gif, or .tiff image files; or Microsoft Word or Excel files.
2. **On the Manage Documents screen, click on "Browse."**
A menu will appear that shows your computer's folders. Locate the document to upload.
3. **Click on "Upload Documents."**
Once you have uploaded a document, it may not appear immediately in the "Received Documents" list on the Manage Documents page. It could take up to 24 hours for it to have been processed and appear as "Received."

Document Management for Your 2011-2012 PFS

In addition to the completed PFS, many schools require that families submit additional documents. Find out more about which documents are required where you live by clicking on the link below. If a school you are applying to has asked for documents or if you have documents that should be included with your PFS to upload them.

Received Documents

Received	Document	Year	Type
01/10/2012 10:10:10 AM	1011 Form	2011	File Upload
01/10/2012 10:10:10 AM	1011 Form	2011	Image

Outstanding Documents

Find out more about which documents are required where you live by clicking on the link below. If a school you are applying to has asked for documents or if you have documents that should be included with your PFS to upload them.

1. **Received documents:** Documents that have been received and processed by SSS. These documents are listed in the table below.

2. **Outstanding documents:** Documents that have not yet been received and processed by SSS. These documents are listed in the table below.

3. **Documents that are not yet received:** Documents that have not yet been received and processed by SSS. These documents are listed in the table below.

4. **Documents that are not yet received:** Documents that have not yet been received and processed by SSS. These documents are listed in the table below.

Document(s)	Year	School	File Attachment
1011 Form	2011	SSS	File
1011 Form	2011	SSS	Image
1011 Form	2011	SSS	Image

Mailing Documents

If you're unable to upload your documents, don't worry – you also have the option of mailing them. With that said, if you choose to mail documents to SSS, you will need a cover sheet, which you can print from the PFS Online. Mail your documents at least 10 days before the school deadlines to allow for delivery as well as processing time. You can find the regular and overnight mail addresses on the last page of this workbook.

Step 5: View Your Family Report

Understand SSS's Estimate of Your Family's Contribution

Immediately after you pay for and submit your PFS, we share your information with the schools you indicated. Each school uses the SSS "Estimate of Family Contribution" as a starting point in determining your financial aid award. Each school makes its own financial aid decisions, based on its budget and policies.

From your Dashboard, click on "View Family Report" to read an explanation of how SSS calculated the amount your family can contribute to educational expenses, and how schools will use that calculation as a starting point for making financial aid decisions. See a sample Family Report below.

SUMMARY OF PFS INFORMATION YOU SUBMITTED		
(FAMILY)		
1	No. of Parents	2
2	No. of Tax Exemptions	6
3	No. of Children	4
4	No. of Children in Tuition-Charging Schools	2
INCOME		
5	Parent/Guardian A Wages	\$65,000
6	Parent/Guardian B Wages	\$32,500
7	Dividend/Interest Income	\$200
8	Alimony Received	\$0
9	Other Taxable Income	\$500
10	Untaxed Payments to IRA	\$2,500
11	Keogh Plan Pmts. And SEP Deductions	
12	Other IRS Allowable Adjustments	\$5,000
13	Child Support Received	\$7,500
14	Social Security Benefits	\$22,500
15	Other Nontaxable Income	\$3,000
ASSETS		
18	Home- Present Market Value	\$750,000
19	Home- Total Unpaid Principal	\$650,000
20	Other RE- Present Market Value	\$200,000
21	Other RE- Total Unpaid Principal	\$150,000
22	Bank Accounts	\$5,673
23	Other Investments	\$57,936
DEBTS		
24	Debts	\$45,387
25	Consumer Debts	\$9,743
NONDISCRETIONARY EXPENSES		
31	IRS Total Itemized Deductions	\$35,578
32	Total Federal Income Tax Paid	\$9,795
16	Total Medical/Dental Expenses	\$4437
17	Unusual Expenses	\$7629
BUSINESS/ FARM		
27	Business/Farm-% Ownership	
28	Business/Farm-Assets	
29	Business/Farm-Liabilities	
30	Business/Farm-Net Profit/Loss	
YOUR ESTIMATED FAMILY CONTRIBUTION		
	Parent Contribution	
Total Parent Contribution for all students		\$20,000

The results above are for day school applicants. Add \$1,700 per student to the Parent Contribution for boarding applicants.

1. SSS Determines "Discretionary Income." To calculate your "Discretionary Income," SSS takes your **Income** (the money you earn/receive) and subtracts **Nondiscretionary Expenses** such as taxes and emergencies. It also considers a small portion of your Net Worth (your **Assets** minus your **Debts**) as potentially available for meeting your living expenses. SSS automatically subtracts an allowance for basic living expenses, based on your household size and the remainder is considered your **Discretionary Income**.

2. SSS recommends to schools your "Estimated Family Contribution," the portion of your Discretionary Income that is available to pay for education for *all your children* enrolled in tuition-charging schools. If more than one of your children is applying to tuition-charging schools, the basic expectation is that you can split your parent contribution evenly among them. Your Estimated Family Contribution also includes an expectation that some portion of savings in the student's name will also be included with what the parents can contribute from their own resources.

3. The SSS analysis is often a starting point for a school's decision-making process, not the end of it.

Based on their own policies and practice, it's likely that schools will adjust SSS's suggested contribution. A few examples that might result in a school making an adjustment to SSS's calculation:

- A philosophy about a minimum amount that parents should be able to pay for educational expenses.
- A school policy may require that in order to be eligible for aid, both parents earn income (unless they are caretakers or are disabled).
- A school may not be able to afford the financial aid you qualify for, and ask you to pay more than the SSS calculation.
- A school may review your home equity and/or other assets and debts differently than SSS.
- A school might adjust the SSS calculation to consider cost of living factors in your city or town.

4. Schools review your full PFS and may verify your information. Reviewing your entire PFS, including your explanations, helps school better understand your family's financial picture. Most schools also compare the information you entered on your PFS with official documents, such as tax forms.

5. Each school decides how much financial aid it can/will award to your family. In making its decision about how much of your financial need it can meet, each school considers how much money it has available in its financial aid budget; how much it costs to attend its school (tuition, fees, books, etc.); and the school's enrollment goals. Because schools differ in policy and budget, you may receive very different offers from schools. [Read about some sample scenarios.](#) If you have questions about how a school's award was made, please contact the school's financial aid department.

Adding a School/ Making a Change

If, after submitting your PFS, you decide that you need to make a change to your PFS and/or add a school, you may do so. Here's how:

- 1. Log into the PFS Online.**
Even if you originally applied using the paper PFS form, you can still use the PFS Online to send your results to additional schools or make a change. After you click on the link to go to the PFS Online, follow the prompts to "Create an Account" on the PFS Online -- on the "Create an Account" page, be sure to enter the PFS ID number you received in your e-mail confirmation from SSS.
- 2. Select the gray button that shows the academic year for which you are applying for financial aid, such as "Academic Year 2011-12."**
- 3. Click on the purple "Complete Your PFS" tab.**
- 4. From the left-hand navigation, click on the section in which you wish to make a change.** If you wish to add a school, select the section called "Select Subscriber Schools."
- 5. Make your change (or add your school), then press "Save and Continue."**
- 6. From the left-hand menu, click on the "Submit Your Change" button.**
- 7. On the next screen, confirm** that you wish to submit that change by pressing "Continue."
- 8. Look for your confirmation email.** To ensure that your additional school request has been processed, be sure to check your email for confirmation. If you do not receive an email within 24 hours you may need to re-submit your change by following the steps above (don't forget to "Submit Your Change"!) or call customer service for help.

If you added a school, the school will have access to your PFS information within 24 hours. If you made a change to another section of the PFS, the school(s) to which you have applied will have access to your updated PFS information within 24 hours.

Support

Customer Service Center

We are available to assist you in completing and submitting your PFS. Note: For security reasons, we cannot enter the information for you.

- Call (800) 344-8328. If you are calling from outside of the United States or Canada, dial (952) 967-9922.
- Email sss@nais.org.
- We offer extended hours during the busiest months of the application season.

Customer Service Center

The hours of operation for the center are:

On November 1–Saturday Hours Begin

Monday-Friday	9:00am - 8:00pm ET
Saturday	9:00am - 4:00pm ET

January 1–March 31- Extended Hours

Monday-Friday	9:00am - 11:00pm ET
Saturday	9:00am - 8:00pm ET

April 1–April 30 (Extended Hours)

Monday-Friday	9:00am - 12:00am ET
Saturday	9:00am - 4:00pm ET

May 1–October 31 (No Extended Hours, No Saturdays)

Monday-Friday	9:00am - 8:00pm ET
Saturday	Closed

Have your PFS ID number ready when you call!

This number is in the upper right corner of your PFS Online screen. This will allow our agents to assist you most effectively.

Contact Us

SSS By NAIS Mailing Address

Use one of the addresses below to submit any documents schools have instructed you to send to SSS. (You can also opt to upload them online through the Manage Documents screen.)

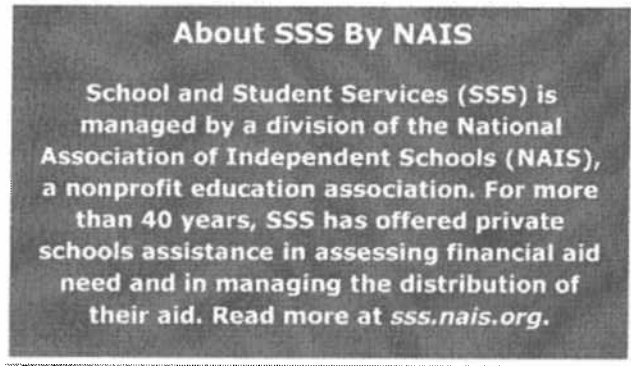
Remember: Some schools may ask you to submit required documents directly to the school. Be sure to find out from schools exactly what to send, where, and by when!

For regular mail, use this address:

SSS By NAIS
P.O. Box 449
Randolph, MA 02368

For overnight mail, use this address:

SSS By NAIS
Application Processing Center
437 Turnpike Street
Canton, MA 02021



Financial Aid at Saint Patrick Catholic School 2012-2013 Academic Year

We partner with School and Student Services By NAIS (SSS) in our financial aid process. To begin your financial aid application, for financial aid, you will complete the Parents' Financial Statement (PFS). Complete just one PFS, even if you have more than one child applying for aid. Completing the PFS online will save you time and money, and will help us make our financial aid decision more quickly.



How to Complete the Parents' Financial Statement (PFS) Online

- 1. Starting November 1, 2011, go to the SSS Website at sss.nais.org/go/parents. Click on the green "Apply Now" button to enter the PFS Online.**
- 2. Login to the PFS Online.**
 - *Are you applying for aid for the first time?* Click on the green "Create an Account" button. You'll be asked to enter your name and email address and to select a password.
 - *Did you apply last year?* Enter in your login and password from last year in the section called "Returning Families." If you have forgotten your login information, click on "forgot your password."
- 3. Begin a PFS for Academic Year 2012-13.**

Download the PFS Online Workbook and refer to on-screen help for guidance along the way. You can log out of the PFS Online at any time -- then return later to complete your PFS.
- 4. Pay for and submit your PFS.**

The fee of \$37 is nonrefundable. Once you have paid for and submitted your PFS, we will receive your information at our school. About 24 hours after you submit your PFS, you can go back to the PFS Online to submit any additional documents (see next section) and to view your Family Report, which summarizes the information we will receive.

We will communicate our financial aid decision to you.
To make our decision, we use the information from the PFS as a starting point. We also consider our school policy and practices, as well as the budget we have available.



If you wish to complete the PFS using the paper form, please contact our school for a form. Mail to School and Student Services, PO Box 449, Randolph, MA 02368-0449. For overnight service, use: School and Student Services, 437 Turnpike Street, Canton, MA 02021



How to Submit Additional Required Documents Online

Approximately 24 hours after you have paid for and submitted your PFS online, you will have access to the Manage Documents section of the PFS Online, where you can upload documents.

- 1. Prepare your documents to be uploaded.**

Make sure the documents are on your computer, each saved as a separate file. They can be saved in any of the following file formats and each must be not more than 1.5 MB in size: Microsoft Word, Excel, Adobe pdf, .jpg, .gif, or .tif. Remove any security or password protection you may have on any pdfs and black out any social security numbers.
- 2. Go to the PFS Online and login.**
- 3. Select the Academic Year 2012-13 button.**
- 4. From your PFS Online Dashboard, click on the purple "Manage Documents" tab.**
- 5. On the Manage Documents page, under "Upload Documents," click "Browse," then locate the place the document is on your computer.**
- 6. Click "Upload Documents."**

Once you have uploaded a document, it will NOT appear immediately in the "Received Documents" section on this page. It can take up to 72 hours for it to be received and then validated. Once it does appear in the "Received Documents" section that means that we, at our school, now have access to it.



If you wish to submit documents by mail, send them with a COVER SHEET (found at sss.nais.org/go/cover sheet) to School and Student Services, PO Box 449, Randolph, MA 02368-0449. For overnight service, use: School and Student Services, 437 Turnpike Street, Canton, MA 02021

If you have questions as you complete the PFS, contact SSS customer service at (800) 344-832

Here's key information you need to know about our school as you complete the PFS:

Our school's full name: Saint Patrick Catholic School

Our school's SSS code: 4079

Contact information for our financial aid office: Jamye Brown, Director of Admissions, (757) 213-0847, jbrown@stpcs.org

Due date for completing the PFS: March 23, 2012 Due date for submitting additional documents (see below): April 13, 2012

Documents we require you to submit, in addition to the PFS:

2011 1040, 1040A or 1040EZ & Supporting Documents

2011 W2 Form

Save Time... Apply Online

Applying online is the fastest and most direct method of submitting your application. It allows your institution to view your application electronically within minutes of submission.

Apply online at www.factstuitionaid.com.

Step 1: Select Applicant Sign In

**Step 2: New Users select Create an Account
OR**

**Returning Users enter their existing
Username and Password**

If you have forgotten your username or password, click on the [Trouble signing in?](#) link to retrieve your existing username and password. If you are unable to retrieve your username and password continue as a New User and click on Create an Account.

Once you have signed in, you will have the ability to complete the FACTS Grant & Aid Assessment application online.

After completing the online application you will need to mail or fax all the supporting documentation. The tax documents needed to verify your application are listed on the FGAA Checklist that is found online. Draft or Preview Copy tax documents will not be accepted.

Please allow 2 to 4 weeks for your application and supporting tax documents to be processed. We are unable to verify receipt of documents until they are scanned into our system, which takes approximately 2 to 3 business days. Faxed or copied applications will not be accepted. It is recommended that you keep a copy of your application for your records.

Application deadlines are set by the school or institution awarding the scholarships. If you are applying after a given deadline date, please contact your school or institution to ensure that your application will be accepted.

NOTE: Award decisions are not made by FACTS, but by the organization providing the scholarship.

Customer Care Representatives are available Monday through Thursday from 10:00am to 7:00pm Central Time and Fridays 10:00am to 5:00pm Central Time.



GRANT & AID ASSESSMENT

www.factsmgt.com - 866-315-9262 - e-mail: info@factstuitionaid.com

fax: 866-315-9264 - PO Box 82524 - Lincoln, NE 68501-2524

To apply online: www.factstuitionaid.com



