



FINANCIAL AID INSTRUCTIONS 2018-2019

An important part of the mission of Holy Names Academy is to serve students from a variety of socio-economic backgrounds. For the 2017-2018 school year, \$1,430,000 in financial-aid funds are available to Holy Names Academy families. Currently, 32.4% of enrolled students receive some level of need-based aid.

Financial aid is awarded both directly from Holy Names Academy and via the Academy from the Fulcrum Foundation of the Archdiocese of Seattle. Financial aid may include a Holy Names Academy grant, an endowed scholarship, a student work-study assignment, or a Fulcrum Foundation grant.

Incoming 9th-grade students may anticipate confirmation of financial-aid awards in mid-February. Returning students may anticipate confirmation of financial-aid awards prior to the start of tuition payments for the next academic year.

Financial-aid applications must be completed each year. All families applying for financial aid are expected to complete two forms, an online application and the Holy Names Academy Supplemental Information Form, through the School and Student Services for Financial Aid (SSS). Several supporting documents from the 2016 and 2017 tax years must also be submitted. In addition, some families may qualify for a grant from the Fulcrum Foundation, and will need to complete an additional form, the online Fulcrum Tuition Assistance Application through FACTS Management. **The deadline for financial-aid applications and 2016 supporting documentation is December 31, 2017, for all new and returning students. The deadline for 2017 supporting documentation is March 1, 2018.** Please carefully read and follow the following directions:

Applying For Financial Aid

Complete the Parents' Financial Statement (PFS) on the School and Student Services (SSS) website. Beginning **October 2, 2017**, go to <http://sssbynais.org>, and select "Website for Parents and Families." Create your PFS Online account with your e-mail address and a password. If you applied for financial aid last year, login to the PFS Online as a Returning Family, using the e-mail address and password you set up last year. Create a new account only if you have not submitted a previous SSS application (including to other schools or for other students). Only one PFS application is needed per family, regardless of the number of students applying or the number of schools to which a student applies. The school identification number for Holy Names Academy is **904937**.

School & Student Services will not process your application until you have paid the non-refundable application fee of \$49 and uploaded all necessary documents.

Parents who live in separate households must *each* complete a SSS application and submit supporting documentation to SSS before the student's application can be reviewed.

Submit your 2016 Supporting Documentation to SSS.

Submit your 2016 supporting documentation to SSS *after* you have completed your PFS and by the December 31, 2017, deadline. You may either postal-mail or upload the required documents to SSS. If you choose to postal-mail your documents, be sure to use the SSS Document Cover Sheet and mail by December 15, 2017, to allow time for SSS to receive and upload the documents. Documents can be uploaded 24 hours after you pay for and submit your PFS, and must be submitted prior to the December 31 deadline.

After paying for and submitting your application, you will have access to a tab called "Manage Documents." From the Manage Documents tab, select the purple "Upload" button to the right of the document type name. You can locate additional assistance at <http://sssbynais.org/parents/apply/required-documents> . The system can only accept documents under 10.0 megabytes in size. The following documents must be submitted to SSS:

- Final 2017 paystub(s) for each employed parent
- 2016 W-2 (for each parent) by December 31, 2017
- 2016 Federal Income Tax Form(s), IRS 1040, 1040A, or 1040 EZ, including all additional 2016 Federal Tax Schedules A-F and 1099, by December 31, 2017

Note: Families who completed an application last year should have uploaded these documents. Please verify that your 2016 W-2, tax return, and accompanying tax schedules have been uploaded.

Submit the Holy Names Academy Supplemental Financial Aid Form to SSS.

Download and complete Holy Names Academy Supplemental Financial Aid Form, available on the SSS website, and submit it to SSS by December 31, 2017, in the same way you have chosen to submit your supporting documentation.

Submit your 2017 Supporting Documentation to SSS.

Supporting documents from the 2016 tax year must be received by March 1, 2018. You may either postal-mail or upload the required documents to SSS. If you choose to postal-mail your documents, be sure to use the SSS Document Cover Sheet and mail by February 15, 2018, to allow for SSS to receive and upload the documents. Follow the same process used to upload the 2016 documents.

The following 2017 supporting documents must be submitted to SSS:

- 2017 W-2 (for each parent) by March 1, 2018
- 2017 1099's by March 1, 2018

Complete the Fulcrum Foundation Tuition Assistance Application (if applicable)

In addition to financial aid awarded directly from Holy Names Academy, families may be eligible for an additional grant from the Fulcrum Foundation. While factors such as family size and financial obligations

are taken into account, grants are typically awarded to families:

- With wages or business income of less than \$75,000 for a family of four
or
- With wages or business income of less than \$100,000 for a family larger than four
or
- Any family that has previously received a Fulcrum Foundation grant

If eligible to apply, beginning October 1, 2017, complete your online application at <https://online.factsmgt.com/aid> by December 31, 2017. The institution identification number for Holy Names Academy is **29954**. If you have questions about the process or your potential eligibility, contact Ms. Francis Olson, HNA Business Manager, at (206) 720-7806 or folson@holynames-sea.org.

Financial-Aid Deadlines and Assistance

The deadline for financial-aid applications and 2016 supporting documentation is December 31, 2017, for all new and returning students. The deadline for 2017 supporting documentation is March 1, 2018.

All questions regarding the SSS application process should be directed to SSS Customer Service at (800) 344-8328. For all other questions regarding Holy Names Academy financial aid, please call the Business Manager, Ms. Francis Olson, at (206) 720-7806, or the Admissions Director, Ms. Eileen Denby at (206) 720-7805.

The Holy Names Academy Christmas break is December 18, 2017, through January 1, 2018. During Christmas break, the Business Office, at (206) 720-7806, and Admissions Office, at (206) 720-7805, will be open to assist you or answer questions on Friday, December 29, from 9 a.m. to 3 p.m.