

Financial Aid Information and Instructions

You may begin your application for financial aid for the 2010-2011 academic year beginning November 1, 2009 through February 12, 2010. To be eligible for consideration for financial aid you must complete both your enrollment application and your financial aid application ***no later than February 12, 2010***. Financial aid decisions will be communicated to returning families in their re-enrollment packages. New applicants will be notified of their financial aid along with their admission decision letters to be mailed on March 12, 2010. Awards may be withdrawn if not accepted by the deadlines designated with the enrollment contracts. Late applicants will be considered only if funds are available.

Application Steps

1. Returning and new families submit the online Parent Financial Statement (PFS) to School and Student Service (SSS) at: www.sss.nais.org.
 - When parents are separated or divorced and both bear financial responsibility for the child/children, both parents must submit a financial aid application in the event both parents are seeking financial aid.
2. Click on the prompt to begin your Parents' Financial Statement (PFS). Only one PFS must be completed, regardless of how many children you have applying to our school. **The Dorris-Eaton School code is 3531.**
3. You will be given a password allowing you to return to your PFS at a later date, prior to submitting it.
4. Beginning this year, families will be given instructions regarding submission of the required backup documents* which must be sent to SSS. Your documents will be handled with the utmost level of security. To read more about SSS's document security, go to www.sss.nais.org. (In the past, these documents were sent to the school).
5. Mail the required documents to: SSS by NAIS, Application Processing Center, P.O. Box 449, Randolph, MA 02368-0449. (For overnight mail, use this address: 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. Call SSS at (800) 344-8328 with any questions (Mon - Fri: 9am - 8pm EST. Sat: 9am - 4pm EST)

SSS By Mail

1. If you are unable to apply online and instead require a printed Parents' Financial Statement (PFS), call the school at 925.933.5225.
2. Complete the PFS and return it and all required backup documents* to: SSS by NAIS, Application Processing Center, P.O. Box 449, Randolph, MA 02368-0449 USA. (For overnight mail, use this address: SSS by NAIS, Application Processing Center, 437 Turnpike Street, Canton, MA 02021.)

DO NOT mail the tax documents to The Dorris-Eaton School. They must be sent to SSS.

*** Required documents to be sent to SSS:**

1. All parents/guardians must submit signed copies of their **filed 2008 and 2009 Federal Tax Form 1040** including **all** supporting schedules by **February 12, 2010**.
 - *Do not wait to complete your tax return in order to complete your PFS. Use good faith estimates.*
2. Self-employed parents/guardians must also submit signed copies of their **2008 and 2009 Partnership or Corporate Tax return** including all applicable schedules.
3. Copies of most recent **2009/2010 W-2 (s)**.

Required documents to be sent to Dorris-Eaton no later than January 29, 2010.

1. **Supplemental Financial Aid Questionnaire.**
2. We also require a signed (**but not dated**) IRS form 4506-T. This form can be obtained directly from the IRS website at: <http://www.irs.gov/pub/irs-pdf/f4506t.pdf> .
 - a. Fill in lines 1 – 4.
 - b. Sign, but **DO NOT DATE** the form.
3. Mail these documents directly The Dorris-Eaton School, 1847 Newell Ave., Walnut Creek, CA 94595, Attn: Financial Aid Committee, marked Personal and Confidential.

Families who have completed the financial aid application and submitted their required forms on time will be given priority consideration for financial aid funds. It is not possible for Dorris-Eaton to consider requests for financial assistance after admission decisions are made.

Parental Responsibilities

If more than one child in a family attends an institution requiring tuition, Dorris-Eaton requires that the family apply for aid at each institution. Dorris-Eaton does not subsidize tuition at other schools. Note: SSS computes the total funds available for education and divides that amount by the number of children attending tuition-charging schools.

Every financial aid award is made for one year. Each year parents must submit the necessary forms to SSS by the stated deadline.

Dorris-Eaton financial aid policies are designed to insure equitable and fair distribution of financial aid funds. The financial aid process is conducted with concern and respect for the family's privacy within the school community and all financial aid awards are confidential agreements. The School does not share information with any other party and families are not to discuss financial aid information with anyone outside of the Office of Admission. For more information, contact Mary Lou Molinaro, Director of Admission and Financial Aid, at mlmolinaro@dorriseaton.com.

Helpful Hints

1. Please note deadlines so that grants are not delayed or forfeited due to late applications and/or lack of funds.
2. Use good faith estimates for items where you may not know the exact number.
3. Some items require a brief explanation. Please fill in those spaces provided. Missing explanations may delay and/or alter your child's financial aid award.
4. Keep track of your SSS by NAIS login and passwords, as you will need these to access information as well as to reapply in future years.