

## ***Determining Financial Need***

To determine eligibility, each family fills out a **Parent Financial Statement (PFS)** and sends it to **School and Student Service for Financial Aid**. A **PFS** is available through the MacDuffie Admissions Office.

**School and Student Service for Financial Aid (SSS)** is a service of the National Association of Independent Schools. It is used by over 2,300 K-12 schools to help determine a family's ability to pay tuition costs. The service and application process help to ensure that all schools use the same methods and objective procedures in evaluating each family's financial aid application.

**SSS** applies information provided in the **Parent Financial Statement** to a formula to estimate the resources a family may have available to pay school costs. The formula considers taxable and non-taxable income, assets, liabilities, family size, and the number of students in tuition-charging schools or colleges.

After allowances for basic necessities, taxes, and certain other expenses, a portion of the remaining funds are considered available for paying school costs. The results of this analysis are provided as a recommendation to MacDuffie in determining financial aid awards.

The **MacDuffie School Financial Aid Committee** then uses the **SSS** estimate as well as additional pertinent information provided by the family to make its final determination of each family's tuition contribution.

## ***Financial Aid Checklist***

### ***New Families***

Indicate your intent to apply by checking the appropriate box on your child's MacDuffie application form or calling the Admissions office. We will send financial aid application forms to all families who request them.

### ***New and Returning Families***

1. Submit the **PFS** form to **School and Student Service for Financial Aid (SSS)** in Princeton, NJ by February 15.
2. Submit to MacDuffie by February 15:
  - A copy of the **PFS**
  - A copy of your 2008 IRS Form 1040 and all accompanying schedules
  - A cover letter explaining any additional financial circumstances that the Committee should consider in reviewing your application.

### ***Please note:***

*After February deadlines, requests for financial aid are considered on a first-come, first-serve basis contingent on the availability of funds.*

### ***Notification of Awards***

A family should allow at least one month from the time the **Parent Financial Statement** is mailed to Princeton, NJ for receipt of a decision concerning financial assistance from MacDuffie.

The Financial Aid Committee will send a letter outlining award amounts and the financial options available to each family.

## ***Financial Aid Timeline***

### ***Starting in mid-December***

The MacDuffie School begins mailing financial aid application materials to new and returning families.

### ***February 15: New Families***

Information is due for all new student financial aid applicants.

### ***March 10: New Families***

The School mails notifications of first round admissions decisions and financial aid awards to new students and their families.

### ***April 10: New Families***

Enrollment contracts and deposits are due from new students.

### ***Enroll promptly to ensure your child's financial aid award.***

*Due to the large number of families applying for aid and the limited funds available, the School cannot guarantee financial aid awards beyond stated enrollment deadlines.*

*After enrollment deadlines have passed, unclaimed financial aid awards will be offered to applicants on the School's financial aid waiting list.*

*The same process applies each year in which a family applies for Financial Aid.*

## ***Need-Based Financial Aid***

Each year, The MacDuffie School awards financial aid grants based upon the financial needs of both new and returning families. These grants do not need to be paid back and are used to offset tuition costs.

The funds for these financial aid grants are raised directly by the School through the generosity of its parents, alumni, and friends. The amount of aid each family receives varies considerably depending on individual financial circumstances and the availability of funds.

Because MacDuffie's financial aid budget is limited and awards are dependent upon the availability of funds, it is essential that families apply as soon after January 1<sup>st</sup> as possible.

## ***Frequently Asked Questions***

### ***Who is eligible to apply for financial aid?***

Any family who is unable to afford the full cost of tuition is encouraged to apply for financial aid or discuss financing options with the Admissions Office. To be considered for financial aid a family must be paying U.S. income taxes.

### ***Who receives financial aid?***

Over 40 percent of the students attending The MacDuffie School receive financial aid.

### ***How much aid can a family receive?***

Financial Aid is determined individually based on need up to 50% of tuition.

### ***Are merit-based scholarships available?***

Yes. Merit-based scholarships are available to qualifying incoming freshmen. Call the Admissions Office for application information.

## ***Payment Options***

Families often find it helpful to use a plan that allows them to pay tuition in a series of smaller, monthly installments.

Families can make an application directly with the servicing company, who then works closely with our School Business Office to administer the payment plan.

### ***TuitionPay Plan From SallieMae***

*SallieMae* offers a payment plan that allows a family to spread the payment of educational costs, interest-free, over ten installments beginning May 1. The *SallieMae* plan requires a small, nonrefundable fee. Information about this payment plan is sent to families with the offer of admission.

## ***Questions and Additional Information***

*If you have any questions, require additional information or need assistance completing your financial aid application, please contact:*

*Linda Keating  
Director of Admissions & Financial Aid  
(413) 734-4971, ext. 140  
lkeating@macduffie.org*

# **Affording a MacDuffie Education**



## ***Making Quality Education Possible***

***The MacDuffie School*** is committed to having a socio-economically diverse student population and to working with parents to put quality education within their reach.

### ***The MacDuffie School***

One Ames Hill Drive  
Springfield, MA 01105  
(413) 734-4971 [www.macduffie.org](http://www.macduffie.org)