**Tuition Assistance Schedule**

Starting December 1st, current families may begin to apply for Tuition Assistance for the 2017-18 school year. The process begins by completing your family's Personal Financial Statement (PFS) through the School and Student Services (SSS) of the National Association of Independent Schools (NAIS) at [www.sssbynais.org](http://sss.nais.org/Pages/default.aspx). You will also need to complete supplemental financial documents required by Mackintosh Academy and described below in the checklist:

**Tuition Assistance Checklist**

**Due January 16, 2017**

* Step 1: Go to www.sssbynais.org and click on ‘Website for Parents and Families’ to access the Parents’ Financial Statement (PFS) Online.
* Step 2: Submit a copy of your completed PFS directly to the Admissions Office.

(Click on “Print This Page” to obtain a clear printout for Admissions).

* Step 3: Submit a copy of your completed **2015** Federal Income Tax Returns, with all related schedules directly to NAIS.\*
* Step 4: Submit a copy of your competed **2015** State Income Tax Returns, with all related schedules directly to the NAIS.\*
* Step 5: Submit a signed original of the IRS Form 4506 to the Admissions office at Mackintosh Academy. (Do **not** submit payment, or form, to IRS).
* Step 6: If you own a business or farm, please submit a Business/Farm statement.
* Step 7: If desired, you may submit a written explanation directly to the admissions office of your circumstances, especially if they are expected to change over the coming year.
* Step 8: Submit a copy of all **2016** W2s, 1099s, etc. (Due by February 15, 2017)\*\*

\* Note that in previous years, tax documents were submitted to Mackintosh Academy directly. To streamline our process, we are now asking that documents get sent directly through the online application and be submitted to the NAIS only.

\*\*Please note that tuition assistance awards will be based on 2015 tax information and best estimates of 2016 information. Should 2016 documents reflect a significant change in circumstance not already considered by the committee, we may request a review and possible adjustments to tuition assistance awards.

Applicants will be notified of their award amounts by February 6th, 2017, for current families, and March 8th, 2017 for new families. A dedicated Tuition Assistance Committee makes all award decisions.

Remember to keep a copy of all records before submitting them to Mackintosh and to SSS.