



How to Apply for Tuition Assistance at Wingra School for the 2010-2011 school year

Tuition assistance decisions are made independently of admissions decisions. Incoming families who plan to apply for tuition assistance must first apply for admission and pay the \$100 application fee. Wingra School is a welcoming community for all kinds of families, and does not discriminate against any person or persons on the basis of gender, race, color, creed, religion, sexual orientation, political persuasion, national or ethnic origin, or disability, in its admissions or tuition assistance policies.

There are five steps to applying for tuition assistance:

1. Prepare your 2009 Federal and State income tax returns.
2. Fill out the Parents' Financial Statement (PFS) application from the School and Student Services By NAIS (SSS) – either the paper form included in this packet or the online application at www.sss.nais.org, **using the figures from your completed tax returns.**
3. Make copies of your **signed** tax returns and copies of your PFS (whether you fill out the paper application or the online application) for yourself **and** for Wingra School.
4. Mail (or submit online) the original PFS, along with the \$42 fee (for paper application) or the \$35 fee (for online application) to the School and Student Services By NAIS, PO Box 449, Randolph, MA 02368-0449, indicating in item 5 that a report be sent to Wingra School, **code #8256**. *It's very important to be sure you use Wingra's code, or the information will be sent to another school.*
5. Submit a copy of your PFS, copy of your **signed** Federal tax return (including all schedules), copy of your **signed** State tax return (including all schedules), and copies of **all** 2009 W-2s to

**Tuition Assistance Committee
Wingra School
3200 Monroe Street
Madison, WI 53711**

Additional forms/documentation you may need to submit:

- If you own a business, please fill out the enclosed Business/Farm Statement and return it directly to Wingra School along with the above information (a copy of this does not need to be sent to SSS).
- For **parents who are separated or divorced** or have never been married, **both** parents must file an application for tuition assistance. We need financial information from *all parenting adults* of each student applicant, i.e., both the custodial and non-custodial parents and any stepparents or unmarried partners who have parenting contact and responsibilities for the applicant. The parent (and partner, if applicable) who is the *primary* financial provider should fill out the PFS, submit online or mail it to SSS along with the \$35 fee (online) or \$42 fee (paper), and give copies of all information listed above to Wingra School by March 15, 2010. The other parent (and partner, if applicable) should fill out the paper PFS and return it directly to Wingra School, along with copies of all tax returns and W-2s by March 15, 2010.
- If you are receiving disability payments, fellowship grants or other non-taxable income, please submit appropriate documentation directly to Wingra School along with the above information by March 15, 2010.

Priority deadline for submitting all forms is March 15, 2010

Applications received after this date will be processed based on availability of funds.

In order to determine financial need uniformly, fairly, and confidentially, **Wingra School uses the School and Student Services By NAIS (SSS)**. Applying families submit a detailed Parents' Financial Statement (PFS) to the SSS office in Randolph, MA for analysis, at a fee of \$42 (\$35 if done online). The SSS guidelines are based on income (both taxable and non-taxable), expenses, assets (home equity, savings, investments, etc.), and liabilities. The service analyzes the information and provides Wingra with the parents' expected contribution toward schooling. On the basis of these reports – verified by parental tax returns, 2009 W-2s, and other data – and the money available in the Scholarship Fund, Wingra School selects recipients and determines tuition assistance amounts.

Named after a former Wingra School Director, the Joyce Perkins Scholarship Fund awarded a total of \$4000 of financial aid in its inaugural year of 1987-1988. The amount awarded has grown each year, and **currently 25% of Wingra students receive tuition assistance**. Money for the fund comes from fund raising events and donations. The Wingra community has worked hard and contributed generously over the years to continually increase the amount of aid available.

Families must reapply each year for tuition assistance. Awards are based on a family's financial need, which is determined by SSS, and the amount of money available in the Scholarship Fund. Once a family receives tuition assistance, Wingra strives to maintain that level of assistance in future years if a comparative need is demonstrated. As a family's financial circumstances change, the level of assistance will change correspondingly. All financial information provided is held in strictest confidence.

Wingra School's tuition assistance monies are not sufficient to meet 100% of the need of applicants, and all families pay some tuition. Both the SSS and Wingra assume that parents have an obligation to finance their children's education to the extent that they are able.

Wingra School cannot process incomplete applications. Missing information will need to be provided before the application is considered. Applications received after March 15, 2010 will be limited to remaining funds, if any. Note that the tuition assistance application deadline of March 15 is a month before the April 15 tax deadline, therefore requiring early completion of tax forms.

Common mistakes which will cause delay in processing your application:

- Failure to provide complete information from all parenting adults, i.e., both the custodial and non-custodial parents and any stepparents or unmarried partners who have parenting contact and responsibilities.
- Failure to explain all circled items and unusual circumstances in the space provided in item 32.
- Failure to fill out a Nontaxable Income Worksheet on page 4 (item 12C).
- Failure to fill out a Business/Farm Statement if you own a business.

If you have any questions or would like assistance in filling out the Parents' Financial Statement, please contact:

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