

THE 2011-2012 FINANCIAL AID PROGRAM: A PROFILE

- \$1,000,000 in need-based financial aid awarded.
- 103 students receiving need-based financial aid.
- 20 percent of student body receiving need-based financial aid.
- \$10,327 average need-based financial aid package.
- The range of need-based financial aid awards for 2011-2012 is \$950-\$16,300.

FOUR STEPS TO COMPLETING YOUR PARENTS' FINANCIAL STATEMENT

Completing the Parents' Financial Statement (PFS) fully and accurately is a key part of your financial aid application. Please follow these steps.

1. Gather materials you'll need to refer to as you complete the Parents' Financial Statement.

Gather your PFS Instruction Booklet, your W-2 and 1040 tax forms.

2: Complete the PFS fully. Here are a few key tips.

- Parent and applicant names: Enter names exactly as they appear on tax returns and other official documents.
- Include your email address and phone number in Section A so we can reach you if necessary.
- Fill in the school selections completely in Section B. Failure to list the complete school code, name, and state will result in delays. Looking for the SSS code for a school? See the Instruction Booklet or go to sss.nais.org/go/ssscode.

3: Sign your PFS and provide nonrefundable payment.

If Greenhills has given you a Fee Waiver Code, enter that 8-character code in the Payment section. If you pay by check, write Parent A's first and last name on the check.

4: Mail your PFS to School and Student Services.

Using the PFS envelope in the Instruction Booklet, mail the PFS to:
School and Student Services
P.O. Box 449
Randolph, MA 02368-0449

For overnight mail, use this address: School and Student Services, 427 Turnpike Street, Canton, MA 02021.



NEW APPLICATION PROCEDURES

In November, the Parents' Financial Statement (PFS) forms are mailed from Greenhills to all Greenhills families and new students indicating a request for financial aid.

ONLINE REQUIREMENTS (PREFERRED SUBMISSION METHOD):

- 1: Starting on November 1, 2011, go to sss.nais.org.
- 2: Click on the prompt to begin your Parents' Financial Statement (PFS). You only have to complete one PFS even if you have several children applying to our school.
- 3: You will be given a password that will allow you to return to your PFS at a later date before submitting it.
- 4: You will be given instructions about submitting required backup documents by mail. Your documents will be handled with the utmost level of security. To read more about SSS's document security, go to sss.nais.org.
- 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: Even if your tax return cannot be completed by February 13, 2012, the PFS must be received by that date to ensure consideration among the first group of awards. Check the "estimated" box on the PFS.

IF YOU MUST MAIL THE APPLICATION:

- 1: If you don't already have a printed Parents' Financial Statement (PFS), call the Greenhills Office of Admission and Financial Aid (734/205-4061) or go to our website at www.greenhillsschool.org
- 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.)

Call SSS at (800) 344-8328 with any questions (Mon.-Fri.: 9am-8pm EST. Sat.: 9am-4pm EST)

Final action will not be taken, however, until the entire application procedure, including receipt of tax forms, has been completed. Computations based on the PFS will be adjusted to reflect figures shown on the tax forms. Funds will not be reserved for those whose PFS or tax forms are received after the deadlines.

FINANCIAL AID CALENDAR/DEADLINES

December 2011

Applicants should receive information and Parents' Financial Statement (PFS) from Greenhills by this date. If not, please contact the Admission Office.

February 13, 2012

Completed PFS due at SSS, photocopy due at Greenhills.

February 13, 2012

Federal tax return (form 1040 and all supporting schedules) due at SSS to be eligible for first-round decisions.

QUESTIONS?

Betsy Ellsworth

Director of Admission & Financial Aid
bellsworth@greenhillsschool.org
734.205.4061

850 Greenhills Drive
Ann Arbor, MI 48105

www.greenhillsschool.org
P: 734.205.4061
F: 734.205.4056

SSS Code 3538
www.nais.org/financialaid/sss

Greenhills School admits students of any race, color, national and ethnic origin. It does not discriminate on the basis of race, color, gender, sexual-orientation, physical or other disabilities, national or ethnic origin in administration of its educational policies, admission policies, financial aid, and athletic or other school-administered programs.



HAVE YOU BEEN INSTRUCTED BY SCHOOLS TO SEND ADDITIONAL REQUIRED DOCUMENTS TO SSS?

Many schools require that you submit documents in addition to your Parents Financial Statement (such as your W-2 and/or 1040 tax return forms). If the school(s) to which you are applying has instructed you to send additional documents to SSS, you may send them either with the PFS or separately, using one of the envelopes provided in the Instruction Booklet. Enclose a Required Documents Cover Sheet (on the back side of this page) so that we can identify and process your documents. Indicate on the cover sheet which documents you are enclosing.

Greenhills School requires both your current taxes and W-2s.

PRIORITIES

An application for financial aid is considered only after the student has been admitted to Greenhills.

Applicants accepted for admission and qualifying for need-based financial aid outnumber those whom we can afford to support; therefore, some students will be accepted to Greenhills but not awarded financial aid for that academic year.

While SSS provides Greenhills School with an assessment of a family's ability to pay, Greenhills uses that assessment as a starting point from which to apply institutional priorities.

For example, we feel that it is important to fund families who have an existing relationship with Greenhills, and to fund families who bring diversity, in all of its forms (socio-economic, racial, geographic), to the community.

Consideration for financial aid is given in the following order. Funds are NOT reserved for families whose Parents' Financial Statement (PFS) or tax forms are received late, so adherence to all deadlines is critical. (See financial aid calendar/deadlines)

- 1: Applications from current financial aid recipients who have completed all financial aid forms by the deadline (February 13, 2012).
- 2: New applications from currently enrolled families, if completed by the deadline (February 13, 2012).
- 3: New applications from candidates accepted by the Admission Committee for enrollment.
- 4: Applications completed after the specified deadlines, **as long as funds remain available.**

COMPUTATION

School and Student Service for Financial Aid (SSS), provides us, at the request of parents, financial analysis based on the confidential statement of need known as the PFS. SSS reports provide a point of departure for the Greenhills Financial Aid Committee, which makes all of the final decisions on financial aid amounts. SSS processes applications from December through June, but completed forms should arrive at Greenhills by February 13, 2012 in order to receive priority consideration.

PHILOSOPHY & OBJECTIVES

Greenhills School is about people and relationships, and the financial aid process honors that commitment. Each family is treated with respect and confidentiality, and we pride ourselves on making this often confusing process as transparent as possible.

The Greenhills School Financial Aid Program has a twofold purpose:

- to provide deserving students with an opportunity for a high quality education which might otherwise be unobtainable for them, and
- to provide the school a well-qualified and diverse student body.

For these goals to be achieved, it is essential that the ability to pay not be a deciding factor in determining whether or not a promising student may attend the school.

Greenhills encourages families with limited means to apply for assistance based upon the assumption that the primary obligation for financing a student's education rests with the family. Greenhills further expects that a family is willing to make what could be significant adjustments in the use of its discretionary resources, as well as access ancillary resources available through family, work, and local organizations.

In order to determine a family's eligibility to receive financial aid in a fair and equitable manner, Greenhills requires that all applicants for financial aid complete the Parents' Financial Statement (PFS) with the School and Student Service for Financial Aid (SSS) for each year of matriculation.

Greenhills School subscribes to The National Association of Independent Schools' (NAIS) School and Student Service for Financial Aid (SSS) program, which determines a family's need and their expected family contribution (EFC). (Please go to www.nais.org/financialaid/sss for more details on how need is determined.)

Financial aid decisions are made independently from admission decisions, and do not affect a candidate's chances for admission.

FINANCIAL AID



POLICIES

Divorced/Separated Parents

For parents who are separated or divorced, Greenhills requires that a financial aid application be submitted by each parent/family (PFS, IRS Form 1040 and all supporting schedules).

- 1: The non-custodial parent must submit his or her PFS (Parents' Financial Statement) directly to Greenhills.
- 2: The non-custodial parent is required to submit copies of his or her 1040 with all schedules to Greenhills.
- 3: If the non-custodial parent refuses to submit the necessary information to the Financial Aid Office, the application for financial aid may not be processed.
- 4: If the custodial parent has not heard from the non-custodial parent, and the non-custodial parent is in no way involved in the upbringing of the applicant, the requirement of these forms may be waived by the Director of Financial Aid. However, a letter of verification from a disinterested party (minister, attorney, social worker, etc.) will be required.
- 5: A copy of the divorce decree is required.

Children Living with Other Relatives

Children who are living with grandparents or other relatives will be reviewed on a case-by-case basis. If parents are living and are claiming the child on their tax return, the parents must complete financial aid forms. If other family members have legal custody, forms will be required of the custodian, using his/her financial information. We will need copies of proof of custody.

Greenhills expects parents, guardians, domestic partners, and/or step-parents to play an appropriate role in financing the student's education.

Families Who Have Their Own Business and/or Farm

All parents who own a business and/or farm will be required to furnish a copy of their current business tax return. They may also be asked to furnish cash flow statements, balance sheets, and any other information relevant to the business.

Any losses due to property and/or equipment depreciation will not be considered when calculating financial need.

For those having formed limited partnerships, families must submit copies of the partnership return and K-1s.

We reserve the right to request additional financial information if necessary to determine financial status.

Parents Who Do Not Work

Greenhills assumes that all adult family members will work to contribute to the investment in a Greenhills

education. To that end, when the mother or father chooses not to work and there are no preschool children at home, we will add to the income of the family the cost of our current middle or upper school tuition, depending on which grade the child will be in.

Exceptions will be made if the parents are caring for a disabled child, parent, grandparent, or critically ill child, parent, or grandparent.

Consideration will also be given for the parent that is home-schooling children.

Parents returning to school or changing jobs as a personal choice must realize that a resulting decrease in their family income cannot be underwritten by financial assistance provided by Greenhills.

Multiple Tuition-Charging Schools

If more than one child in a family attends a tuition-charging institution, Greenhills requires that families apply for aid at each of the institutions their children attend. Greenhills cannot subsidize tuition for other tuition-charging schools of any type. It is important to note that SSS computes the total funds available for education, then divides that amount by the number of children attending tuition-charging schools. **Copies of awards (from other institutions elementary through college) may be requested.**

Renewals

Every financial aid award is made for one year and will be reviewed annually. Each year, and for each child, parents must submit the necessary forms to School and Student Service for Financial Aid (SSS), by February 11. While significant changes in a family's financial circumstances can impact the Report of Family Contribution (RFC), **the Financial Aid Committee's goal is to maintain funding at proportionate levels over a student's years of enrollment.**

Greenhills reserves the right to amend awards if new information comes to light after enrollment.

Please note that if the Office of Admission and Financial Aid does not receive your signed acceptance of the financial aid award by the deadline stated in the award letter, your award may be forfeited and given to another deserving applicant.

Confidentiality

Financial information submitted by parents in support of aid applications is held in strict confidence by the Financial Aid Committee.

All financial aid awards are confidential agreements between the recipient family and the school; Greenhills does not share information with any other party, thus families may not discuss financial aid information with any party other than a member of the Financial Aid Committee.



FINANCIAL AID CHECKLIST

Keep copies of all financial aid materials.

- Completed: Parents' Financial Statement (PFS) available online at: www.nais.org/financialaid/sss
Date completed: _____
- Mailed to SSS:
(Do NOT mail the PFS if you completed it online.)
P.O. Box 449
Randolph, MA 02368
(Include Greenhills Code 3538 and processing fee)
Date completed: _____
- Copy of PFS sent to Greenhills
Date completed: _____
- Copy of W-2s for each parent sent to School and Student Service for Financial Aid (SSS)
Date completed: _____
- Federal IRS Tax Form 1040 and all supporting schedules sent to SSS
Date completed: _____
- Business and Farm Statement (for each business and/or farm reported) sent to SSS
Date completed: _____
- Copies of other tuition-charging schools' financial aid awards sent to Greenhills
Date completed: _____

"One of my favorite teachers at Greenhills said that he would never stop his students from falling because too much is learned when we fall, but we would always be there to pick us up and brush the dirt off. I think Greenhills did this very well. The students had the freedom to take risks and to make mistakes, but the faculty and staff were always there to make sure that we were safe and supported every step of the way."

—2010 Alumni Survey

GREENHILLS SCHOOL NAMED FINANCIAL AID ENDOWMENTS

Greenhills is fortunate that some alumni, parents, and corporations have donated funds to support financial aid. **Students do not apply for these named awards; they are given by the Financial Aid Committee to students receiving financial aid.** Notice of these awards are mailed in the fall.

The Ty Compere Scholarship Award

Dedicated to the memory of Ty Compere, Greenhills Class of 1976, this award provides assistance to a student who, like Ty, is or has the potential to become a skilled public speaker and wishes to participate on the Forensics Team.

Alyce DePree Financial Aid Endowment Award

This award provides assistance for students interested in the study of the arts and humanities.

The Reader's Digest Financial Aid Award

This award provides financial assistance for academically qualified students from primarily middle-class families.

Lorne Forstner Financial Aid Award

This award, established in 2004 upon the retirement of Greenhills' long-serving Head of Upper School Lorne Forstner, provides assistance to a Greenhills student's discovery of the love of learning.

The Helmut F. Stern Financial Aid Endowment Award

This award, established in 2004 in response to the Edward E. Ford Foundation Challenge, supports the Greenhills Challenge: finding the best in each student, while guiding and mentoring him or her through his or her individual process of self-discovery.

Karla Knox Moody '74 and David Moody, Jr. Financial Aid Endowment

This award supports qualified students through their Greenhills journey.

The Gordon Family Financial Aid Award

This award, established in 2005 in response to the Edward E. Ford Foundation Challenge, supports a student who might not otherwise be able to attend Greenhills.

The Jane Morel Financial Aid Endowment Award

This award was created to support a student who might not otherwise be able to attend Greenhills.

The Greenhills Financial Aid Endowment Awards

These awards support students who might not otherwise be able to attend Greenhills.

