

REDWOOD DAY SCHOOL

Financial Aid Checklist

For application to the 2012-2013 Academic Year

The financial aid application process can be complex and time consuming. We appreciate your commitment to your child's education. This list is one way to keep track of your financial aid application completion. Please reference Redwood Day School's *Financial Aid Policies and Procedures* pamphlet for details about the financial aid application and grant process.

Financial aid application deadlines for applicants to the 2012-2013 academic year:

- Returning student deadline is **Thursday, December 1, 2011 by 5:00 p.m.**
- New applicant deadline is **Tuesday, January 31, 2012 by 5:00 p.m.**

Completing your financial aid file

Please send the following materials directly to SSS by NAIS:

Upload online or mail to P.O. Box 449, Randolph, MA 02368-0449

- Parent Financial Statement (online or mailed)
- Complete 2010 Tax return—this should include all attachments and must contain the same information submitted to the IRS*
- Copies of all W2s for 2010*
- The 2011 tax return and W2s are due by April 15, 2012. Please note that any grants made prior to April 15 are contingent on the 2011 tax return matching the previously projected 2011 financial information. Grants may be changed or withdrawn if there are significant discrepancies between the projections and actual amounts reported to the IRS.
- A signed (**undated**) IRS 4506-T form. This form gives RDS permission to obtain a transcript of tax information submitted by you to the IRS.

Please send the following materials directly to Redwood Day School:

- Redwood Day School Financial Aid Application
- A copy of School and Student Service (SSS) Parent Financial Statement (PFS)—the original must be submitted directly (online or mailed) to SSS by NAIS.

**If you submitted a 2010 tax return and W2 forms to SSS in the past, you do not need to submit another copy unless specifically requested to do so.*

For more information, please visit www.rdschool.org

Or call Katrina Lappin at (510) 534-0804 ext. 224