



DMIS Financial Assistance Application Procedure

Each year, the DMIS Board of Trustees designates a limited amount of financial assistance to be awarded to qualifying families whose children attend DMIS full-time. Priority for awards is given to children who have completed at least one full year at the school. The maximum amount allotted per child is 50% of the tuition only (excluding extra-curricular activities, daycare, camps, bus, lunch, etc...). In cases where DMIS awards a 50% assistance on tuition to a family and the SSS report of family contribution is a negative amount, DMIS requires *payment-in-full* of the remaining 50% prior to enrolling a child.

All families seeking DMIS Educational Assistance must provide the following, in order, **in a sealed envelope**:

- 1) **To the admissions office:** Prior to applying for tuition assistance, a complete DMIS application must be filed with the School and the subsequent enrollment contract, including the deposit for tuition, the work bond fee and the tuition insurance.
- 2) **To our on-line application system:** A School and Student Service form must be completed on-line (SSS charges a \$35 fee); go to <https://sss.nais.org/parents/> to apply, and click on "Complete a PFS Online". Our school code number is **3574**.

NOTE: No application will be processed without steps 1) and 2) being completed first.

3) To the financial aid office:

- A written statement in English explaining the family's current financial situation that justifies consideration for tuition assistance;
- One copy of each parent/guardian's last 3 paychecks;
- Copies of supporting documentation verifying the information included in Section C of the SSS on-line application, including a copy of each parent/guardian's complete United States federal income tax and applicable state tax returns for the previous fiscal year, including W2 forms and all applicable "Schedules" and "Itemizations," and any other supporting documentation;
- If applicable, a copy of each parent/guardian's last "Declaration d'Impots Francais" (for French families only);
- For divorced or separated parents in which both parents maintain legal responsibility, a copy of the legal decision specifying custody of, and legal responsibility for, the children; alimony and/or child support payment information should also be included;
- A copy of the mortgage agreement or rental lease agreement for the primary residence, and a copy of the check for the most recent payment; and
- Copies of supporting documentation verifying the information included in Section D of the SSS on-line application, including valuation of non-retirement assets and other non-primary residence real estate – (for financial assets or other property, you may submit insurance policy statements or other valuation and/or transaction documents; for real estate, you may use property tax statements or other valuation documents).

4) This form must be returned with the file, signed and dated.

Families must provide copies, no originals please! The deadline to submit an application is April 30th. Decisions will be communicated mid-May.

Families will be notified of the decision of the financial aid committee. Acceptance of awards for educational assistance must be submitted to the financial aid office by each family in writing within seven days of notification. Families who choose not to accept educational assistance awards may either withdraw their DMIS admission/enrollment documentation within the seven days, or without further written notice to DMIS, accept full responsibility for all tuition and fees as contracted.

NOTE: Copy this link into your browser and download the worksheet <https://www8.student-1.com/SSS/application/pfs-new.asp>, however you must complete your application on-line and not through the mail as you would miss our deadline.

I have read this procedure and my file is complete: Name: _____

Phone: _____ Signature: _____ Date: _____