



FINANCIAL AID FOR 2012-2013 An Overview

An Introduction to Financial Aid

This overview provides vital information about how to apply for financial aid at Hawai'i Preparatory Academy. Please pay attention to bold items; these are important points the financial aid committee would like to emphasize.

HPA is committed to helping families find the financial resources to afford an HPA education. The demand for HPA financial aid is greater than the amount of aid available; therefore, to serve the maximum number of families possible, HPA provides only a percentage of the family's demonstrated need.

A large part of the success of this process depends on you as a parent. Please complete the application accurately, follow the instructions for submitting information to SSS, and submit all information by the priority deadline. We encourage you to apply online. The online application fee is discounted and provides faster processing times. If you are completing a paper application, follow along in the line-by-line instruction booklet. If you have any questions, SSS has a wonderful online support system. You also can contact SSS for assistance from a financial aid representative (Monday-Friday: 9 a.m.-8 p.m. EST) at:

School and Student Services by NAIS
www.sss.nais.org/parents
(800) 344-8328 | E-mail: sss@nais.org

REAPPLYING FOR FINANCIAL AID

All students receiving financial aid must apply every year to continue to receive any funding while they are students at Hawai'i Preparatory Academy.

NEW APPLICATIONS FOR FINANCIAL AID

The application for financial aid should be completed at the same time as the application for admission. If the financial aid application is complete, we will send the financial aid decision with the admission decision. We cannot make a financial aid decision until an admission decision has been made.

How to Apply for Financial Aid

It is your responsibility to ensure that a complete financial aid application is filed with SSS. Please check the status of your application on the SSS website after you have submitted the application. HPA does not follow up with any partial financial aid applications. We assume if you have not completed the application, you have decided you are no longer interested in applying for financial aid at HPA.

A complete financial aid application for the 2012-2013 academic year includes:

- Parent Financial Statement
- Completed 2011 1040 tax returns and all schedules
- IRS 1098-T form – if applicable

PARENT FINANCIAL STATEMENT (PFS)

The PFS is available on the Quick Links page on the HPA website under Financial Aid. Hawai'i Preparatory Academy uses School and Student Services for Financial Aid (SSS), part of the National Association of Independent Schools, to process the financial aid forms and calculate need. The forms are completed online. If you need a paper copy of the application, please contact the HPA Admission Office at 808-881-4321. All dependents should be listed on the application, whether or not they are attending tuition-charging schools.

We encourage you to apply online after you have completed your 2011 tax returns. We recommend that families work on their taxes between early to mid-February. Once your tax returns are complete, you should be able to complete the PFS easily before the February 24 priority deadline. You are ensuring greater accuracy when you work on the PFS after you complete your 1040s, and it helps the financial aid committee make an award more quickly.

The households associated with each natural parent must apply for financial aid, and each household should complete only one PFS. For more information, please read the section titled "Family Dynamics and Exceptions."

HPA strongly recommends that you download and read the PFS Online Workbook to help you through the application process. It contains helpful step-by-step instructions along with information about support options. *The PFS Online Workbook also is available on the Quick Links page.*

COMPLETED 2011 1040 TAX RETURNS AND ALL SCHEDULES.

Your financial aid application is complete and the HPA Financial Aid Committee will consider applications once the tax returns have been submitted to SSS AND the application has been verified against the returns. Please send the tax forms to SSS as directed on their website. Tax returns should be a photocopy of the federal return and all schedules sent to the IRS.

The financial aid application will not be considered until the 2011 tax returns have been submitted to and processed by SSS. There might be very rare occasions when a family cannot complete their 2011 tax return before the February 24, 2012 priority deadline. In this situation, we encourage you to send correspondence to the Financial Aid Committee as early as possible with a detailed explanation of the reasons for the delay in submitting your tax return. The committee will consider these situations on a case-by-case basis. We encourage families to make it a priority to complete their tax returns before the deadline to ensure that they will be considered for financial aid. Please e-mail financialaid@hpa.edu, or write to:

Hawai'i Preparatory Academy - Financial Aid Committee
65-1692 Kohala Mountain Road
Kamuela, HI 96743

If you are in a partnership or receive a schedule K1, you will not receive the K1 in time to complete your 1040 by the priority deadline. Please download the instruction sheet on the Quick Links page so you can submit a complete application by the priority deadline.

1098-T

If you have a child attending an institution of higher learning (community college, university, graduate program, etc.) and you are helping pay his/her tuition, you must submit the 1098-T Tuition Statement, sent to you directly from the institution. The 1098-T verifies the amount of tuition paid. Please upload or mail directly to SSS with your application ID.