Dear Parents:

Mid-Pacific Institute uses the independent services of “School and Student Service for Financial Aid (SSS)” to help evaluate applications for financial aid. This year all current financial aid recipients will receive the application packet by U.S. mail. First-time financial aid applicants may pick up forms at the Admissions Office, at Damon Hall, or at the Elementary School Office.

Please follow the procedures provided below:

I. Obtain the application packet and prepare the following for SSS:

   A. Complete the Parents’ Financial Statement (PFS) and sign the application forms. Make two copies – one for your records and one for the school. Mid-Pacific Institute’s code is: 1439

   B. Mail the Parents’ Financial Statement (PFS) to SSS by February 15, 2009 for new incoming students and by March 31, 2009 for returning Mid-Pacific students. [See NOTE below.] Parents who are divorced/separated/never married are also required to complete and mail a PFS to SSS. SSS then generates a report of family contribution which is sent to school(s) designated by the applicant. Applicants for financial aid must complete the SSS process and send a copy of the required documents listed below to Mid-Pacific Institute’s Financial Aid Office. Those wishing to personally deliver the financial aid applications should drop them off at the Admissions Office (Cottage K) near the tennis courts. A mail slot is available for after-hours convenience. Please do not mail copies of your tax return and other documents to SSS.

II. Submit the following information to Mid-Pacific Institute as soon as all applicable documents become available, but by February 15 for new incoming students and by March 31 for returning students:

   A. A copy of your Parents’ Financial Statement (PFS) that was mailed to SSS.

   B. Business/Farm Statement (if applicable).

   C. For parents who are divorced/separated/never married, a copy of the non-custodial or other Parents’ Financial Statement (PFS) that was mailed to SSS.

   NOTE: The deadline to submit documents for any student applying for scholarships (i.e., Imoto, Wheeler, Clark, Hipp, Alumni, and Sekiya) is February 15, 2009.

   [ over . . . ]
D. Copy of 2008 Federal tax return with all forms and schedules – Signed and dated.  
(Please duplex copy your tax return to save paper; that is, copy on the front and back side of each sheet.)

E. Copies of all W-2s.

F. Copy of last pay statement(s).

G. Copies of all residential and/or investment City & County or other real property assessment(s).

H. Completed, signed, and undated IRS Form 4506 (No check or payment required. Return this form to Mid-Pacific Institute.)

I. Copies of sibling financial aid award letters from other private schools for 2008-2009.

Applicants who mail the PFS to SSS and provide complete financial information to MPI by the applicable deadlines will have the best opportunity to receive financial aid. Those who provide incomplete, unclear, or inaccurate information or who apply later may receive a lesser amount due to availability of funds. Financial aid will be awarded beginning in the spring. Completed applications will be considered up to July 15, 2009, if financial aid funds are still available. Requests for aid filed after this deadline may not be processed in time to be included in the allocation of financial aid funds.

Financial aid is awarded to families who show financial need. SSS uses a formula, nationally accepted among independent schools, to analyze need and provide Mid-Pacific with a ranking of relative need and your family’s ability to contribute to educational expenses. Financial assistance will be considered based on demonstrated financial need, availability of funds, academic performance, personal behavior, and information provided on the PFS. With current families, the school also considers tuition payment history.

All ninth to twelfth grade students who receive financial aid will no longer be required to do scholarship work. Next school year all Mid-Pacific Institute students will have an opportunity to do community-service work.

*Continuation of financial aid is contingent upon a satisfactory record of grades, citizenship, and work performance.*

Mid-Pacific Institute, in the administration of its programs, does not discriminate on the basis of race, color, religion, sex or gender, age, national origin, ancestry, marital status, arrest and court record except as provided by Hawaii Revised Statutes §378-2.5, disability, sexual orientation, military/veterans status, or other grounds protected under applicable state and federal laws, regulation, and/or executive orders. The process of admissions and financial aid are unrelated, and the need for financial aid will not affect admission to Mid-Pacific. If additional information related to the financial aid process is needed, please visit our Web site at [www.midpac.edu](http://www.midpac.edu) or call 973-5001.

Financial Aid Committee