



MID-PACIFIC INSTITUTE

November, 2009

Dear Parents:

Mid-Pacific Institute (MPI) uses the independent services of “*School and Student Services By National Association of Independent Schools*” (*SSS By NAIS*) to help assess and process applications for financial aid. *SSS By NAIS* provides MPI with an estimated amount that each family can contribute toward tuition; and MPI recalculates to award financial aid using its own formula.

There are two ways to apply for financial aid:

- A. The best (and fastest) way is to apply online at www.sss.nais.org.
Mid-Pacific Institute’s code is: **1439**
Complete the Parents’ Financial Statement (PFS) online and pay \$35 by charge card. Only one PFS is required for multiple children and for those applying to other independent schools. Document requirements differ at all schools. Make two copies of the online PFS – one for your records and one for MPI. ***Remember your password; you will need it to “save” your work-in-progress and to return to your PFS at a later time.***
- B. The second way is to complete your Parents’ Financial Statement (PFS) and **mail** it to *SSS By NAIS*, along with a check for \$42.

New incoming students need to complete their PFS and document submittal to *SSS By NAIS* by **February 15, 2010 (postmark date)** and for returning students by **March 31, 2010 (postmark date)**. NOTE: For students applying for scholarships (i.e., Imoto, Wheeler, Clark, Hipp, Alumni, and Sekiya scholarships), the deadline to submit documents is February 15, 2010 (postmark date).

Please mail in your required documents as noted below:

Required Documents	Mail to <i>SSS By NAIS</i>	Mail to MPI
• Copy of your PFS		X
• Mid-Pacific Institute Document Transmittal Form		X
• Complete 2009 Federal Income Tax Return (including all Schedules), <i>signed and dated</i>	X	
• Other Tax Returns, such S-Corps, Partnerships, and Corporations for which you receive K-1s	X	
• All 2009 W-2s and 1099s	X	
• Business/Farm Statement (if applicable)	X	
• Copies of Last Paycheck Stubs/Statements		X
• Real Property Tax Assessments (for all residential and investment real estate owned)	X	
• Form 4506T-EZ (signed and undated)	X	
• Financial Aid Award Letters from other schools for siblings		X

Please note that parents who are divorced/separated/never married are also required to complete a PFS.

When mailing any of the required documents to *SSS By NAIS*, please include the student's name, grade and school to which the student is applying, and/or the ID number assigned by *SSS By NAIS*. Alternatively, you may attach a copy of the first page of your PFS.

Document mailing addresses are as follows:

SSS by NAIS
PFS
P. O. Box 449
Randolph, MA 02368-0449

Mid-Pacific Institute
Financial Aid Office
2445 Kaala Street
Honolulu, HI 96822-2299

After SSS receives all necessary information, a report of family contribution is generated and sent to school(s) designated by the applicant. Applicants for financial aid must complete the process by sending copies of the required documents listed above to *SSS By NAIS* and to Mid-Pacific Institute's Financial Aid Office, as indicated in the chart above. Those wishing to personally deliver the financial aid documents to Mid-Pacific should drop them off at the *Admissions Office* (Cottage K) near the tennis courts. A mail-drop box is available for your after-hours convenience.

Applicants who complete the PFS and provide all financial information to MPI and SSS by the applicable deadlines will have better opportunity to receive more 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, 2010, 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 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. *Continuation of financial aid is contingent upon a satisfactory record of grades, citizenship, and community- or school-service work performance.*

Mid-Pacific Institute, in the administration of its programs, does not discriminate on the basis of race, color, national or ethnic origin, religion or gender in administering its educational or admissions policies, financial aid, athletic or other programs. 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 or call (808) 973-5001.

Financial Aid Committee