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, 2007 for new incoming students and by March 31, 2007 for returning Mid-Pacific students. 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 has been installed for your 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.

   D. Copy of 2006 Federal tax return with all forms and schedules – Signed and dated. (Please duplex copy your tax return if possible; that is, front/back copies to save paper.)

   E. Copies of all W-2s.

   F. Copy of last pay statement(s).
G. Copies of all residential and/or investment City & County real property assessment notice(s).

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

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, 2007, 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 be required to participate in our work-scholarship program. This program provides an opportunity for students to “give back” to the school in a small way and is designed so that it will not significantly interfere with academic studies or co-curricular activities. All new financial aid students entering grades 9-12 must complete the following employment forms before reporting to their scholarship work assignments:

1. Federal W-4 and State HW-4 withholding certificates;
2. Application for Minor’s Certificate of Employment (for minors under 16 only);
3. Federal Form I-9, Employment Eligibility Verification.

The Human Resources Department will file for a “Certificate of Age” with the Department of Labor for students who are ages 16 and 17. Students who already have a Certificate of Age must present the certificate to the Human Resources Department before the start of school. The Human Resources Department will mail all applicable forms to you with instructions before the school year begins. Students who received financial aid last year are not required to complete the above forms again. Sessions to assist students to complete these forms will be scheduled before school begins. For the scholarship work performed, students will receive a W-2 (Wage and Tax Statement) from Mid-Pacific Institute based on working two and one-half (2½) hours a week per semester at minimum wage.

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 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 973-5001.

Financial Aid Committee