**FINANCIAL AID CHECKLIST**  
(New Families)  
**Financial Aid Applications Due January 30, 2020**

<table>
<thead>
<tr>
<th>Task</th>
<th>Timeline/Due Dates</th>
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<tr>
<td>1. Review the document “Financial Aid Program” which outlines Newman’s policies for granting financial aid awards.</td>
<td>Prior to starting your application for financial aid. This document is available on the Newman website under the Admission/Financial Aid tab.</td>
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| 2. Complete the Parent Financial Statement (PFS) online at [https://sss.secure.force.com/familyportal](https://sss.secure.force.com/familyportal) | Due January 30, 2020  
(The SSS site opens by November 1, 2019). |
| 3. Submit your required tax documents to SSS either by electronic upload or via U.S. mail. | 2018 tax info including W2 forms and form 1040 with all attachments are due January 30, 2020  
2019 W2 forms are due by February 7, 2020  
2019 form 1040 is due April 30, 2020 |
| 4. Business Owners (S-Corporation or Partnership) submit the additional required tax documents to SSS either by electronic upload or via U.S. mail.* | 2018 forms due January 30, 2020  
2019 forms due April 30, 2020  
See below for more specific information |
| 5. Return the enrollment contract with a minimum deposit of $150 per child. | New admits for grades 1-12 are notified starting February 13, 2020; PK – K starting March 12, 2020. |
| 6. Sign and return your financial aid award. | Typically end of March/early April (due date will be noted on the actual award.) |
| 7. Contact the Business Office to set up payment plan (optional). | Complete by June 1, 2020.  
Contact Meredith at 504-896-6314. |
| 8. Remember to submit your 2019 tax form 1040 with all attachments directly to SSS. | Due April 30, 2020 |

*If you are a shareholder in an S Corporation and/or a partner in a Partnership we will also need your Schedule K-1.*

- S Corporations must also submit the **Form 1120S**.  
- Partnerships must also submit the **Form 1065**.

Please contact Kevin Ciolino at 504-896-6322 with any questions.