Philosophy and Purpose
It is the goal of Proctor Academy’s admission office to enroll a talented, motivated, passionate and diverse student body. The Financial Aid Program supports deserving students who are unable to afford a Proctor education without financial assistance. Financial Aid is need-based and Proctor Academy adheres to the principles and methodology of the School & Student Services (SSS) in Randolph, MA.

The Financial Aid Process
Admission and financial aid are separate processes. Admission decisions are never based upon a family’s ability to pay. Once a student is admitted, the Financial Aid Committee determines whether the school will be able to meet the need of the family. Need is defined as the difference between a family’s discretionary resources and the cost of educating the student. Although the school grants $3,700,000 in financial aid to approximately 35% of the student body, we are unable to offer financial aid to every qualified applicant. Therefore, some students will be admitted to Proctor without financial aid. Financial aid decisions are made in conjunction with the March 10th admission notification date.

Determination of Awards
Proctor’s need-based financial assistance program is guided by the National Association of Independent Schools’ “Principles of Good Practice for Financial Aid Administration.” The School and Student Services for Financial Aid (SSS) uses a family’s financial information and applies it to a formula to estimate what a family can contribute towards the cost of education. The Financial Aid Committee makes a final determination taking into account SSS’s estimate and each family’s resources and individual circumstances. Families should identify all possible resources for funding a Proctor education before seeking financial assistance from the school.

Confidentiality
All information submitted is held in the strictest of confidence and is only used in the determination of financial aid awards. Only the Director of Financial Aid, members of the Financial Aid Committee, and Proctor’s Business Manager are privy to a family’s financial information. All financial aid documentation is destroyed upon a student’s graduation from Proctor. If an applicant is accepted but chooses not to enroll, all documentation is destroyed within 60 days.

Nondiscriminatory Statement
Proctor does not discriminate on the basis of race, color, religion, national or ethnic origin, citizenship, sex, sexual orientation, gender or creed in the administration of its educational policies, admission policies, financial assistance, programs, athletic programs, opportunities, or any other Academy policy or program.

Renewal of Awards
Families can expect grants to be renewed at the original level of funding from year to year, provided there is no significant change in financial circumstances and that the student remains in good academic and social standing. Proctor requires families to file a new PFS each year and to comply with all documentation requests as stated below. Failure to comply could result in a loss of financial assistance.

Divorced, Separated, Never Married or Adoptive Statement
The Financial Aid Committee considers the financial resources of both parents regardless of current marital status. Proctor is not bound by the assertion that one parent is not responsible for educational expenses due to court order, separation, or divorce. Both parents are required to submit all necessary financial documentation. Failure to comply with this request may result in a denial of financial aid or a reduced award.

Loan Programs
Although Proctor does not offer loans as part of our financial aid program, families are encouraged to consider educational loans. The primary responsibility in financing a child’s education lies with the family.

Other Expenses
Financial Aid awards account for costs associated with tuition and room and board. Incidents such as travel to and from school, school and dorm supplies, and spending money are generally not covered by financial aid. Students are encouraged to pursue vacation employment to help defray incidental costs.

-Over-
Please contact Director of Financial Aid if you have any questions regarding Proctor’s need-based financial assistance policies.

Christin Lathrop  
Director of Financial Aid and Associate Director of Admission  
(603) 735 - 6658  
e-mail: lathropch@proctoracademy.org

Lisa Wood  
Assistant Director of Financial Aid  
(603) 735 – 6653  
e-mail: wooll@proctoracademy.org

REQUIRED FINANCIAL AID DOCUMENTATION

FOR NEW FAMILIES

_____ Parents must submit a completed Parents’ Financial Statement (PFS) to the School and Student Service (SSS). We require you to use the SSS online application: http://sssbynais.org/parents. SSS will send the computed Report of Financial Need to Proctor. Please note Proctor’s code (5914) on PFS.  
Due: January 15, 2020

_____ Parents of first time applicants must upload copies of signed 2018 1040s, all related schedules, and copies of all W-2s and 1099 forms to SSS. Additionally, we request fiscal year 2019 W-2s and 1099s, but not your complete returns.  
Due: January 15, 2020

FOR RETURNING FAMILIES

_____ Parents must submit a completed Parents’ Financial Statement (PFS) to the School and Student Service (SSS). We require you to use the SSS online application: http://sssbynais.org/parents. SSS will send the computed Estimated Family Contribution to Proctor. Please note Proctor’s code (5914) on PFS.  
Due: January 15, 2020

_____ Parents submitting an application for a student currently receiving financial aid at Proctor must upload copies of their signed 2018 1040s, all related schedules, and copies of all W-2s and 1099 forms to SSS. Additionally, we request fiscal year 2019 W-2s and 1099s, but not your complete returns.  
Due: January 15, 2020

ALL MATERIALS SUBMITTED ARE CONFIDENTIAL