

# APPLYING for FINANCIAL AID from the JCC EAST BAY SUMMER 2018 and the 2018-19 ACADEMIC YEAR

The JCC East Bay awards Financial Aid for the following programs, with the following timeline/deadlines:

## Financial Aid Timeline/Deadlines

	Preschool	Camp Tzofim	Maccabi	Berkeley Afterschool	Oakland Afterschool (Racine St)
Application Submission Complete	3/19/2018	4/2/2018	4/2/2018	5/1/2018	5/1/2018
Award Notices To Families	4/2/2018	4/23/2018	4/23/2018	5/21/2018	5/21/2018
Award Acceptance Deadline	4/23/2018	5/1/2018	5/1/2018	6/1/2018	6/1/2018

Financial Aid applications may also be submitted after this deadline, and will be considered on a case-by-case basis, should there be remaining funds available to award after all those who have met the deadline have been considered.

Financial Aid offers are limited by the JCC East Bay budget and never exceeds 50% of the program's cost.

All financial aid offers are preliminary until you have uploaded your final 2017 Tax Returns. If your final information is different from that previously submitted, The JCC East Bay reserves the right to adjust the award.

If you receive a Financial Aid offer that you decide is insufficient, you may withdraw from the program and be refunded your Tuition, Earthquake kit and Deposit fees if you do so by the "Award Acceptance deadline". If you withdraw after those dates, any amounts already paid will not be refunded.

### SUBMITTING YOUR INFORMATION:

We partner with School and Student Services (SSS) by NAIS in our financial aid process. To begin your financial aid application, you will complete SSS's Parents' Financial Statement (PFS).

The PFS is a comprehensive application that will take some time to complete. You will need your most recent tax return before beginning the PFS. We also recommend that you review the wide range of materials that SSS has put together to help families with the financial aid process. They can be found at [ssbynais.org/parents](https://ssbynais.org/parents).

**We will communicate our financial aid decision to you by the deadlines in the chart.**

### HERE'S KEY INFORMATION YOU NEED TO KNOW AS YOU COMPLETE THE PFS:

- Go to <https://sss.secure.force.com/familyportal>
- Create your PFS Online account with your email address and a password.
- Begin a PFS for Academic Year 2018-19. You can log out of the PFS Online at any time, then return later to complete it.
- After you have pressed submit, you'll be brought to a payment screen. **The fee of \$48 is nonrefundable.** Once your PFS is submitted, it cannot be withdrawn from the SSS system. If you are very low income, SSS may

automatically waive your fee at this point in the process; you will be notified if you qualify.

- After you pay for and submit your PFS, you'll have access in the PFS Online to a section called "My Documents." You can upload the additional documents we require there.

### HOW TO SUBMIT ADDITIONAL REQUIRED DOCUMENTS ONLINE

- Prepare your documents to be uploaded. Make sure the documents are on your computer, each saved as a separate file. Remove any security or password protection from your document files.
- Return to the PFS Online and login.

- From the PFS Online, click on the “My Documents” tab.
- On the “My Documents” page, you will see an upload button or a hyperlink next to a specific document name in the "Required Documents" section of the PFS. Clicking either the upload button or a hyperlink will lead you through a series of steps allowing you to name, locate and save the file.
- Once you have uploaded a document, the date will appear in the “Date Uploaded” column within minutes of the upload. Some tax documents go through a verification process. It can take up to 48 hours for the verification process to complete.
- If you wish to submit required documents by mail, send to School and Student Services, PO Box 449, Randolph, MA 02368-0449. For overnight service, use: SSS by NAIS, Application Processing Center, 15 Dan Road, Suite 102, Canton, MA 02021

**HERE’S KEY INFORMATION YOU NEED TO KNOW AS YOU COMPLETE THE PFS:**

Our school’s full name: JEWISH COMMUNITY CENTER OF THE EAST BAY Our SSS code: 9166  
 Contact information for our financial aid office:  
 Ron Feldman, CFO: ronf@jcceastbay.org

Documents we require you to submit, in addition to the PFS:

- \_\_\_ 2016 1040, 1040A or 1040EZ
- \_\_\_ 2017 1040, 1040A or 1040EZ
- \_\_\_ 2016 W2 Form(s)
- \_\_\_ 2017 W2 Form(s)
- \_\_\_ Enrollment Confirmation\*
- \_\_\_ Statement of Need\*\*

**\*Enrollment Confirmation documentation required:**

The Enrollment Confirmation confirms your schedule, the total cost of your program, and serves as a basis for the amount of aid you are requesting. If you are enrolling multiple children and/or in multiple programs (e.g., Camp and Afterschool or two children in Camp), submit an Enrollment Confirmation for each program and/or child

**If you are applying for Camp Tzofim, Maccabi, Berkeley or Oakland Afterschool:**

You will be enrolling in these programs through Ultracamp. Once you have made your reservation and paid your deposit, you will receive an email that is your Enrollment Confirmation. Convert this to a PDF file (or take a photo of it), which you will then upload.

**If you are applying to Preschool:**

The Preschool Administrator will email you a copy of your Enrollment Agreement, which you will then upload.

**\*\*Statement of Need:**

Please include the name of the child(ren) and the program(s) which this Statement is for. Please tell us if you are a continuing participant or new to the JCC East Bay or this program. **Please explain why you are requesting Financial Aid.** If you are enrolling multiple children and/or in multiple programs (e.g., Camp and Afterschool), please specifically address each program/child or submit multiple Statements. You can upload a PDF, photo or Word document.

**FREQUENTY ASKED QUESTIONS:**

**Applications for children whose parents are divorced or separated:**

We want to consider the financial situation of both parents/guardians, if living, before making any award of Financial Aid. We take the position that both parents/guardians are part of their children’s lives, and one parent/guardian cannot deny responsibility for expenses benefiting their child and expect the JCC to cover for this, making less funds available to other families in need.

In view of this policy, both parents/guardians, therefore, are required to complete the Financial Aid application form and to provide financial information. In addition, it is the responsibility of the primary custodial parent/guardian to ask the non-custodial parent/guardian to fill out the additional application.

Until this information is provided, the Financial Aid Committee will consider a Financial Aid file incomplete and will be unable to make a decision on the application.

If either parent/guardian has remarried or is living with another adult who is contributing to the household income, we feel it is important to consider the income and assets of the stepparent or live-in person, always bearing in mind that the primary responsibility for payment rests with the parents/guardians.

**Applications for children who have one or both parents who are non-working:**

Both parents/guardians are expected to make every attempt to contribute financially to the education of their child. If there is a non-working parent/guardian in a family we require that an explanation be included in your Statement of Need.

**What if I want to add more sessions of Camp Tzofim or days of week to Afterschool, or hours/days to Preschool?**

Usually we will be able to add additional aid at the same percentage of the normal fee as the original aid award.