



# THE PHELPS SCHOOL

583 SUGARTOWN ROAD  
MALVERN, PA 19355

WWW.THEPHELPSCHOOL.ORG

TELEPHONE: 610-644-1754  
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December 9, 2010

Dear Phelps Parents:

For the first time in almost a decade, the Phelps School will be implementing an Admissions waitlist for our boarding and certain grades of day-student applicants for the 2011-2012 school year. This is a phenomenal testament to the community, each of your sons, and the qualities and character that they have shared with us. At the time of this letter, our student body has 142 boys, with 21 day students. For all intents and purposes, our school is full.

This is great news for the Phelps community on many levels. However, we need to be clear on some guidelines for reenrollment that could potentially leave some families without a spot for their son in our school next year, should these guidelines not be adhered to. The "deadline" dates that must be met in order to safely secure reenrollment for your son can be found on the colored page entitled **Significant Admissions Deadlines**, included in this mailing.

The Phelps community recognizes that these deadline dates may create unforeseen issues as pertains to each individual family's planning and finances. We are sensitive to their potential circumstances but would emphasize that given our limited financial aid resources that those families who are able to meet the above deadlines will be in the best position to be supported. For those families that are unable to meet the above deadlines, please be sure to communicate with our Admissions Office as far in advance as possible the specific nature of the circumstances hindering your son's reenrollment. That way we can provide the maximum amount of time and support to allow us to find a mutual solution for the exception. As always we are most appreciative of your willingness to entrust your sons to our care; it is an obligation we regard with the utmost dedication.

Best Regards,

Ira B. Miles  
Director of Admissions and Financial Aid



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## **Significant Admissions Deadlines:**

**1. January 15, 2011- Application for Financial Aid through SSS.**

Any family wishing to maintain Financial Aid for their son for the coming school year must have their application completed and submitted to SSS by January 15, 2011. Please see the attached sheet entitled "How to Apply for Financial Aid" for specific details. Any family who misses this deadline will have their request processed on a rolling admissions basis.

**2. March 1, 2011- Contract and Deposit for Reenrollment**

Any family wishing to secure a space for their son in the student body for the 2011-2012 school year must have submitted their Contract and Deposit for Reenrollment postmarked no later than March 1, 2011. Any family who is unable to meet the March 1, 2011 deadline will have their son's application processed on our rolling admission basis.



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## How to Apply for Financial Aid

### **Step 1: Parent's Financial Statement (PFS)**

- A. Complete a PFS online at <https://sss.nais.org> as soon after **November 15<sup>th</sup>** as possible. If you are unable to apply online, you may call our Financial Aid Office to request a PFS form, and mail it to School and Student Service (SSS) in Princeton. Make sure to include the processing fee and to indicate on the worksheet that a copy of your report is to be sent to **The Phelps School (code number 3863)**.
- B. In the case of separation or divorce, the non-custodial parent must complete a second PFS Form as soon as possible. We also require the tax documentation, referenced below, of the non-custodial parent. If the second parent is not financially responsible for the student in question, legal documentation stating this fact is required.
- C. Complete the SSS Business/Farm Statement if parent or parents own businesses or farms. Return this form to the Financial Aid office along with your Profit and Loss Statement.

### **Step 2: Tax Documentation**

Mail a signed copy of the family's most recent IRS form 1040 (including all the attached schedules) and a copy of a current W-2 to the Financial Aid Office of The Phelps School. Your award is contingent upon our receipt of the tax forms.

### **Step 3: Notification**

The Financial Aid Committee will make an award after a thorough evaluation of all documents has been conducted. The notification letter will be mailed as soon as the process is completed. The Phelps School reserves the right to adjust or repeal financial aid awards for any student whose academic or disciplinary record becomes unsatisfactory to the school's administration.

**If you have any questions, please contact the Financial Aid office.**

Office of Financial Aid

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