



14111 Oak Grove Road, P.O. Box 4528  
Upper Marlboro, Maryland 20775  
Phone (301)249-5000 Fax (301) 249-3838  
[www.queenanne.org](http://www.queenanne.org)

QUEEN  
ANNE  
SCHOOL

December 15, 2009

Dear Parents:

In our on-going efforts to better serve our families and community, we have reviewed the Financial Aid Application process. **Please make note of the following deadlines and important changes to the Financial Aid Application process for the 2010-2011 school-year.**

QAS financial aid is awarded annually to students who have committed to enrollment at QAS and who qualify by demonstrating financial need. Families receiving financial aid from Queen Anne School are required to reapply each year. Once the committee has reviewed applications and the required documentation, it makes aid awards on a first-come, first-served basis.

There will only be four financial aid application review dates this year: mid-March, mid-April, mid-May, and July 1<sup>st</sup>. The deadline for the first review of financial aid applications is March 1, 2010. Unlike previous years, Queen Anne School is not requiring completed enrollment for the 2010-2011 school year to be reviewed for financial aid. However, returning families must be in good financial standing (*see enclosure*) in order to be eligible for financial aid. You must have a complete financial aid application to be reviewed by the committee.

A completed financial aid application consists of :

- Parent Financial Statement (PFS): please complete the Parent Financial Statement (PFS), and send it, along with the processing fee, directly to the Student Services for Financial Aid (SSS) in Princeton, New Jersey. Please read the SSS instructions carefully and fill out the form in detail to avoid a delay in processing. Queen Anne School's code number is "5956" and should be entered in item 7A at the bottom of the first page of the PFS form. This form should be completed and mailed no later than February 16, 2010. It may take 2 to 4 weeks for SSS to process your application. ***You may also submit the form on line at [www.nais.org/financialaidsss](http://www.nais.org/financialaidsss) for a quicker response time;***
- The completed Queen Anne Confidential Financial Aid Form (enclosed);
- a notarized copy of your 2009 Federal Income Tax Return;
- a written statement explaining your reasons for requesting financial aid.

This completed application should be mailed to the QAS Financial Aid Office in the enclosed envelope by March 1, 2010. Families will be notified of grants awarded within 10 days of the review date. In order to accept the award, the family must sign the acceptance letter and complete enrollment to Queen Anne School within 10 days of receiving the aid award. Complete enrollment consists of a signed contract, a signed Financial Aid Acceptance letter, and the full tuition deposit.

If you have any questions, please do not hesitate to call me at 301/249-5000, x309.

Sincerely,

Christiana Holyer

Acting Head of School  
Acting Financial Aid Officer