

Instructions for the Newton Public Schools Financial Assistance Form

The Financial Assistance Form is now located in Aspen. Families will need to complete the form for each NPS student in their household. Applications are valid for the entire school year and families can submit the form beginning May 1st for the following school year. Families are required to reapply each school year.

Once the form is submitted, the NPS business office will reach out with either an approval/declination decision or request for more information notice. Additional information may be requested to confirm information provided on this application. If you have questions or need assistance completing this form please email feepayments@newton.k12.ma.us or the business office at 617-559-9025.

Please complete the Financial Assistance in Aspen form by following the instructions below.

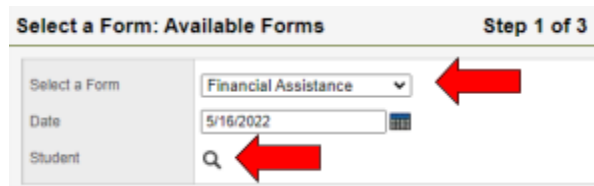
1. Log into the Aspen Student/Family Portal with your **PARENT** account.
<https://aspen.newton.k12.ma.us/aspen/logon.do>

Make sure you are **NOT** logging in with a **STUDENT** account (which has the student ID). If you are logging in on a mobile device, click on the three bar menu button in the upper left corner and select View Full Site.

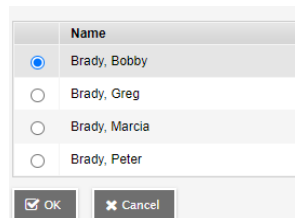
2. After logging into Aspen, click the link that reads: **“Click here to apply for Financial Assistance”**



3. From the Select a Form menu, choose: **“Financial Assistance”**
4. Click the magnifying glass icon next to Student.



5. Select the child for whom you would like to provide consent.
6. Click **OK**
7. Click **Next**



- Review the consent form for your student and select the appropriate choices.
- When you are finished, click **Next**.
- On the following screen click **Finish**.

If you have more than one student, please repeat these directions for each student for whom you are applying for a financial waiver.