



## Applying for Financial Aid for the 2020-21 Academic Year

There are two parts to the Financial Aid application: 1. Our SWS Financial Aid Registration Form (download from our website) 2. The School and Student Services (SSS) Parents' Financial Statement (PFS) (instructions follow). SSS is our 3<sup>rd</sup> party partner in our financial aid process. We will communicate our financial aid decision to you. To make our decision, we use the information from the PFS as a starting point and consider our school policies, practices, and available budget.

The **SWS Financial Aid Registration Form is two pages** - Download, complete and email it back to our business office (see email below). The **PFS is a multipage** comprehensive application that will take some time to complete. You'll need your 2018 tax return before beginning the PFS. We also recommend that you review the materials offered by SSS to help families with the financial aid process. These resources are found at <http://www.solutionsbysss.com/parents>.

### How to Complete The Parent's Financial Statement (PFS) at SSS ONLINE:

- Visit the SSS Family Portal at <https://sss.secure.force.com/familyportal>.
- Create your Family Portal account with your email address and a password. If you applied for financial aid last year, login to the Family Portal as a Returning Family using the same email address and password.
- Complete a PFS for Academic Year 2020-21. You can log out of the portal any time and return later to finish it.
- Part of completing the PFS sections is to **upload all supporting documents directly to SSS**. Including: 1040, 1040A or 1040EZ • 2018 W2 • Schedule C • 1099 Form • Most Recent Pay Stub
- When all PFS sections are complete with green checks, the "Submit & Pay" button activates. Follow the prompts to the payment screen. The fee of \$51 is nonrefundable and must be paid in order to submit your PFS. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- Please use your 2018 tax return for the PFS. We may request your 2019 tax return at a later date for information.

**Need help completing the PFS?** Contact the SSS Parent Support Team at (800) 344-8328 or [sss@communitybrands.com](mailto:sss@communitybrands.com).



### Key Information needed for filling out your application:

Our school's full name: Susquehanna Waldorf School

Our school's SSS code: 7578

Contact information for our financial aid office: Deborah Duke [deborah.duke@susquehanna.org](mailto:deborah.duke@susquehanna.org)

Deadline for completing the PFS: **Deadline for re-enrolling families is March 6, 2020**