



How to Apply for Financial Aid for the 2021-22 Academic Year

If you are **new to the Financial Aid Program**, there are **THREE 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 below). SSS is our 3rd party partner in our financial aid process.
3. Supplying your 2020 tax return. If you have not yet prepared your 2020, you may first supply your 2019 return and follow that with your 2020 return no later than April 30, 2021.

If you are a family **currently receiving Financial Aid** you need to supply **TWO parts**:

1. SWS Financial Aid Registration Form (download from our website)
2. Your tax return. If you have not yet prepared your 2020, you may first supply your 2019 return and follow that with your 2020 return no later than April 30, 2021.

We will communicate our financial aid decision to you in the Enrollment Contract Worksheet section of your Enrollment Contract that you find on the Parent Portal. You will receive an email prompt to access the document.

The **SWS Financial Aid Registration**: - 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 will need your 2020 tax return (or 2019 if 2020 is not yet ready) 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
- Complete a PFS for Academic Year 2021-22. You can log out of the portal any time and return later to finish it.
- 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 \$55 is nonrefundable and required in order to submit your PFS. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- Please use your 2020 tax return for the PFS.

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
- Deadline for completing the PFS: **Deadline for continuing families is March 8, 2021**