## Emergency Need-Based Financial Aid FAQ

**Important Dates & Deadlines for Returning Families**

04/15/2020 Deadline to submit Parent Financial Statement (PFS) to SSS.

05/01/2020 Emergency Fund Award Notification are sent out.

**Key Terms**

**Parent Financial Statement (PFS)**: The online application form where families detail and disclose financial resources including, but not limited to, income, assets, debt, etc.

**School & Student Services (SSS**): The third-party service that securely collects, verifies, and analyzes financial and tax documents to calculate how much a family can contribute toward the cost of tuition.

**Tuition Aid Data Services (TADS**): The enrollment and billing platform that enrolled families use to make tuition payments, track remaining balances, deadlines, and re-enroll.

**Emergency Need-Based Financial Aid Application Process**

1. Prepare the following documents:

a. IRS Form 1040 for 2019 tax year

b. W-2 or IRS Form 1099

c. Last Paycheck Stub for those that lost their job due to COVID-19

d. Schedule C or C-EZ for 2019

e. Corporate Taxes for 2019 (k1, 1065, 1120s)

f. Current Balance Sheet/P & L for those that business has closed due to COVID-19

2. Save this link in your web browser <https://sss.secure.force.com/familyportal>

3. You will need to create a Family Portal account using your email address and password.

4. Complete and submit the Parent Financial Statement (PFS) using your estimated income (as best you can) for 2020 in the 2019 column and repeat that number in the 2020 column. Because this system is not intended for mid-year applications, we are asking you to put the 2020 info in both of these columns:



**Frequently Asked Questions**

**Who can apply for emergency need-based financial aid?**

We encourage all families who have been deeply impacted by the Covid-19 pandemic complete the application for additional support. However, qualifying for financial aid does NOT guarantee a grant given the emergency funds are very limited.

**How long does it take to complete the PFS?**

We recommend setting aside 2-3 hours to complete the application. You may start, save, and return to the application at any time.

**What does emergency need-based financial aid cover and not cover?**

Typically, the grant covers a percentage of tuition costs.

**How much is a typical emergency grant?**

Emergency need-based financial aid grants vary in amounts and take into consideration additional factors including, but not limited to, time of lost income anticipated, cost of living, home equity, other income, number of children in tuition-charging institutions, payments to pension and retirement plans, discretionary spending, and student assets.

**What is the policy regarding parents who live in separate households?**

We expect both parents to financially support their child’s education, which requires both households to complete the PFS and submit tax returns. If either parent has remarried, the spouse’s contributions will also be taken into consideration.

**How are stay-at-home parents considered when applying for need-based financial aid?**

In the interest of equity, if one parent elects to stay at home and not seek employment, the FA

Committee will impute a basic income for the non-working parent. Exceptions are made for parents that are caring for a non-school age child or an elderly parent.

**Who should I contact for additional questions?**

If you have specific questions about your unique situation that are not addressed here, please contact our CFO at FILL IN BLANK