

Checklist for First Time Tuition Assistance Applicants

Please allow ample time to complete the required forms and meet all deadlines. If you have any questions during the process, please feel free to contact Claire Lewis at clewis@agnesirwin.org or 610-526-1667.

Due by December 11, 2018

- Complete Parents' Financial Statement (PFS) online at solutionsbysss.com as soon as possible and no later than **December 11th**. Be sure to indicate Agnes Irwin (code 1138) as a recipient of your PFS. E-mail Claire Lewis (clewis@agnesirwin.org) when PFS has been submitted electronically.
- Submit electronically to SSS at the same time as the PFS
 - Completed 2019-2020 AIS Tuition Assistance Request Form.
 - IRS Form 4506-T (signed and undated)
 - Copy of signed 2017 tax returns and all supporting schedules
 - Copy of 2017 W2 and 1099 forms (for both parents, if applicable)
 - Copy of most recent 2018 paystubs (for both parents, if applicable)
 - Copy of final 2018 paystubs (for both parents if applicable, due no later than 1/4/19)
 - Copy of 2018 W2 forms (due no later than 1/30/19)

All forms listed above are available on the SSS website
- If applicable, submit Noncustodial Parent Waiver Petition to A. Randol Benedict, Director of Enrollment Management. (due by 12/11/18)

January – February, 2019

- Families receive response from AIS regarding tuition assistance. Families granted assistance will receive an enrollment contract which they should return with enrollment deposit by the stated date.

April 1, 2019

- Submit signed copy of 2018 1040 tax forms, including all supporting schedules.
Tuition Assistance grants are contingent upon verification of tax information.

Two ways to submit required documents for all deadlines listed above:

1. **Recommended Upload scanned documents** directly to SSS through PFS Online feature, "Manage Documents." Be sure to write your telephone number and Parent A's name in the top margin of each document.
2. **Mail information to:** SSS by NAIS, Application Processing Center, P.O. Box 449, Randolph, MA 02368-0449. For overnight mail, use SSS by NAIS, Application Processing Center, 437 Turnpike Street, Canton, MA 02021. **Be sure to allow 10 business days prior to deadline for processing of documents sent via mail directly to SSS. Include the cover sheet and be sure to be sure to write your telephone number and Parent A's name in the top margin of each document.**

Questions, please contact:

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