Fall 2024

Greetings!

I am pleased to announce the financial aid application season for the 2025-26 school year will open on **November 1, 2024.** You will find the links to the application and other important information regarding the financial aid process at pcds.org/financialaid.

Important Dates for Current PCDS Families:

January 15, 2025 – The Parents' Financial Statement (PFS) serves as the financial aid application; this and all initial supporting documents must be filed and uploaded with *School and Student Services* (https://www.solutionsbysss.com) in your **My Documents** folder. (Please upload any 2024 W-2 or Form 1099 documents *as soon as you receive them*. Employers are required by law to issue these no later than January 31.)

April 1, 2025 – *2024 IRS 1040 including all schedules* must be filed and uploaded with *SSS* in your **My Documents** folder.

I highly recommend you *log into your account now* to verify all previous year documents are in your **My Documents** folder and that all are legible. If you submitted any documents directly to the financial aid office last season, you will need to make certain you upload them to your online file as soon as possible. When adding 2023 IRS 1040 or other prior year documents, make certain to select the 2024-25 school year tab. Any documents you add to your 2024-25 school year tab will automatically move over to your 2025-26 school year application once you complete your **new PFS**.

Thank you for your attention to the financial aid process. Submitting your family documents on time is vital for the committee to reach a timely decision. Financial aid contracts will be released in mid-February 2025.

Please note families who are currently enrolled in the 10-monthly payment plan will have a scheduled break from tuition for the month of February. This February tuition break should allow families to submit their enrollment deposit without the undue financial burden of two payments in one month.

Please let me know if you have any questions or concerns regarding the financial aid program at Phoenix Country Day School. I look forward to working with you this year!

Sincerely,

Kristie Berg
Director of Financial Aid &
Arizona Community Scholarships Program
kristie.berg@pcds.org
602-955-8200 ext. 2228

Applying for Financial Aid
2025-2026 Academic Year

Hello and welcome to the 2025-2026 Financial Aid season! We partner with School and Student Services (SSS) in our financial aid process. To apply for financial aid at our school, you will complete the SSS financial aid application (also referred to as the Parents' Financial Statement or PFS) and submit the required documents indicated below within the SSS Family Portal.

The SSS application is a comprehensive application that will take some time to complete. Give yourself the time you need by not waiting until our deadline approaches. You'll need your most recent tax return before beginning the application. We also recommend reviewing resources to help families with the financial aid process. They are found at http://www.solutionsbysss.com/parents.

We will communicate our financial aid decision to you. To make our decision, we use the information from your SSS application as a starting point and consider our school policies, practices, and available budget.

How to complete your SSS Financial Aid Application online

- Beginning September 3, 2024, go to the Family Portal at https://sssandtadsfa.my.site.com/familyportal
- Create your Family Portal account with your email address and a password. If you applied for financial aid last year, log into the Family Portal using your same email address and password.
- Complete your application for the 2025-2026 Academic Year. You can log out at any time and return later to finish it.
- When all application sections are complete, the Submit & Pay button is activated. Follow prompts to the payment screen. The $60 fee is nonrefundable. Once your application is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your application, the next steps will require you to upload required documents by their deadlines as part of your application process.

How to submit your required documents online

- Prepare your document files for uploading. Make sure the documents are on your computer and each specific form is saved as a separate file. Examples: a) 1 PDF file for the 1040 with all schedules and worksheets included, b) each W2 saved as its own file. Remove any security or password protection from your files.
- Return to your Family Portal account and confirm you are on the 2025-2026 Academic Year Dashboard.
- Click the "My Documents" tab or the "Manage Documents" link on the dashboard to find your documents. Then, use the Upload button for the required document type you are adding. Follow prompts to locate, select, and confirm the file to upload.
- Click the Submit button to complete your upload. Repeat this process until all required documents are submitted by their deadline

Key information about our school for the 2025-2026 SSS Financial Aid Application:

Our school's full name: Phoenix Country Day School

Our partner code: 5770

Contact information for our financial aid office: Kristie Berg – kristie.berg@pcds.org – 602-955-8200 ext. 2228

Deadline to submit application: **Current Families** January 15, 2025

Deadline for required documents: February 1, 2025

Documents we require you to submit with your application:

☐ 1040 with all schedules and worksheets*	☐ W2 Form(s)	☐ 1099 Form(s)
Tax Year: ☐ 2024 ☐ 2023 ☐ 2022	Tax Year: ☐ 2024 ☐ 2023 ☐ 2022	Tax Year: ☐ 2024 ☐ 2023 ☐ 2022

Self-Employed Parents: Include all related business forms with your 1040 file (i.e., Schedule C, Schedule E, 1120, 1065, and K-1).

Need help with your application or required documents?
Contact Family Support at (800) 344-8328 or sssandtadsfa@communitybrands.com.