



Fall 2024

Dear Prospective PCDS Parents,

I am pleased to announce that 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. Please contact me at 602-955-8200 ext. 2228 or at kristie.berg@pcds.org with any questions or concerns.

All applicant families applying for financial aid must complete the *Parents' Financial Statement (PFS)*, which serves as the financial aid application, and supply supporting documents online at www.solutionsbysss.com **on or before February 1, 2025**. *School and Student Services (SSS)* provides live English and Spanish language customer support, and online and telephone helpline support are available into the evening hours in our time zone for your convenience. *Please note: if you do not have Internet access, contact the Financial Aid Office for assistance.* SSS will automatically waive the application fee for families who qualify.

The financial aid committee determines the amount of financial aid awarded to each family based on the demonstrated financial need of the family and *the availability of the School's financial aid funds for that year*. The resources of both natural parents will be considered in cases where a divorce or separation has taken place. Families must be aware that full need cannot always be met. Financial aid files are reviewed and awards are made only after a student has been admitted to the School, and the need for financial assistance has no bearing on admissions decisions.

Financial aid award decisions for admitted students will accompany admissions decisions.

All of this information, as well as links to forms, documents, and information regarding Arizona tax credit for private school opportunities may be accessed from pcds.org/financialaid on the PCDS website. We are committed to ensuring socioeconomic diversity on our campus, and hope you will contact my office with any questions regarding the financial aid program at Phoenix Country Day School.

Sincerely,

Kristie Berg
Director of Financial Aid &
Arizona Community Scholarship 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: February 1, 2025 **New Families** Deadline for required documents: February 1, 2025

Documents we require you to submit with your application:

<input type="checkbox"/> 1040 with all schedules and worksheets*	<input type="checkbox"/> W2 Form(s)	<input type="checkbox"/> 1099 Form(s)
Tax Year: <input type="checkbox"/> 2024 <input type="checkbox"/> 2023 <input type="checkbox"/> 2022	Tax Year: <input type="checkbox"/> 2024 <input type="checkbox"/> 2023 <input type="checkbox"/> 2022	Tax Year: <input type="checkbox"/> 2024 <input type="checkbox"/> 2023 <input type="checkbox"/> 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.