

# APPLYING FOR FINANCIAL ASSISTANCE FOR THE 2019-20 ACADEMIC YEAR

We partner with School and Student Services (SSS) in our financial assistance process. To begin your financial assistance application, you will complete SSS's Parents' Financial Statement (PFS).

The PFS is a comprehensive application that will take some time to complete. Give yourself the time you need by not waiting until the deadline to begin. You'll need your most recent tax return before beginning the PFS. We also recommend that you review the wide range of materials that SSS has put together to help families with the financial assistance process. They can be found at [solutionsbysss.com/parents](https://solutionsbysss.com/parents).

**We will communicate our financial assistance decision to you.** To make our decision, we use the information from the PFS as a starting point but also consider our school policy, practices, and available budget.



## HOW TO COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

- Beginning November 1, 2018 go to <https://sss.secure.force.com/familyportal>.
- Create your PFS Online account with your email address and a password. If you applied for financial assistance last year, simply login to the PFS Online as a Returning Family, using the email address and password you set up last year.
- Begin a PFS for Academic Year 2019-2020. You can log out of the PFS Online at any time, then return later to complete it.
- After you have pressed submit, you'll be brought to a payment screen. The fee of \$49 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, you'll have access in the PFS Online to a section called "My Documents." You can upload the additional documents we require there.



## HOW TO SUBMIT ADDITIONAL REQUIRED DOCUMENTS ONLINE

- Prepare your documents to be uploaded. Make sure the documents are on your computer, each saved as a separate file. Remove any security or password protection from your document files.
- Return to the PFS Online and login.
- Select the Academic Year 2019-2020 button.
- From the PFS Online, click on the "My Documents" tab.
- On the "My Documents" page, you will see an upload button or a hyperlink next to a specific document name in the "Required Documents" section of the PFS. Clicking either the upload button or a hyperlink will lead you through a series of steps allowing you to name, locate and save the file.
- Once you have uploaded a document, the date will appear in the "Date Uploaded" column within minutes of the upload. Some tax documents go through a verification process. It can take up to 48 hours for the verification process to complete.

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If you wish to submit required documents by mail, send to School and Student Services, PO Box 449, Randolph, MA 02368-0449. For overnight service, use: SSS, Application Processing Center, 15 Dan Road, Suite 102, Canton, MA 02021. **If you need help completing the PFS, contact SSS customer service at (800) 344-8328.**

## HERE'S KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE PFS:

Our school's full name: **Sterne School**    Our school's SSS code: **148544**

Contact information for financial assistance questions: **Anne Paxton**: Email: [apaxton@sterneschool.org](mailto:apaxton@sterneschool.org), Phone: **415-922-6081**

Due Dates:

For completing the PFS: **February 11, 2018**

For submitting additional documents (see below): **February 28, 2019**

Please submit the following required documents in addition to the PFS:

**1. 2018 1040, 1040A or 1040EZ**

**2. 2018 W2 Form (if applicable)**

**3. 2018 1099 Forms (if applicable)**