



## Checklist for First Time Tuition Assistance Applicants for the 2020/2021 School Year

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](mailto:clewis@agnesirwin.org) or 610-526-1667 or Natalie Jones Brennan '05 at [njones@agnesirwin.org](mailto:njones@agnesirwin.org) or 610-523-7988.

### Due on or by December 11, 2019

- Complete Parents' Financial Statement (PFS) online at [solutionsbysss.com](http://solutionsbysss.com) (SSS) as soon as possible and no later than **December 11, 2019**. Be sure to indicate Agnes Irwin (code 1138) as a recipient of your PFS.
- Submit electronically to SSS at the same time as the PFS
  - Completed AIS Tuition Assistance Request Form 2020/2021
  - IRS Form 4506-T (*signed and undated*)
  - Copy of signed 2018 tax returns (Form 1040 or Form 1099) and all supporting schedules
  - Copy of 2018 W-2 (for both parents, if applicable)
  - Copy of most recent 2019 paystubs (for both parents, if applicable)
- If applicable, submit electronically to SSS the Noncustodial Parent Waiver Petition (for single-parent households)

### Due on or by January 31, 2020

- Submit electronically to SSS 2019 W-2 (for both parents, if applicable)

### January – February, 2020

- Families receive response from AIS regarding tuition assistance consideration for the 2020/2021 school year. Families granted assistance will receive an enrollment contract which they should return with the enrollment deposit by the stated deadline.

### April 1, 2020

- Submit electronically to SSS
  - 2019 1040 Tax Returns with all schedules, or
  - 2019 1099 Tax Returns with all schedules, or
  - 2019 Form 4868 Tax Extension Document (see below for additional deadline)

### August 15, 2020 (*For Tax Extensions Only*)

- Submit electronically to SSS
  - 2019 1040 Tax Returns with all schedules, or
  - 2019 1099 Tax Return with all schedules

***All tuition assistance awards are contingent upon the receipt of one of the required tax documents as well as completion of all steps in the process by the stated deadlines***