



Fall 2020

Dear Prospective PCDS Parents,

I am pleased to announce that the financial aid application season for the 2021-22 school year will open on November 1, 2020. 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, 2021*. *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 proud of our socioeconomic diversity, 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

Applying for financial aid

for the 2021-2022 academic year

We partner with School and Student Services (SSS) in our financial aid process. To begin your financial aid application, you will complete the SSS Parents' Financial Statement (PFS) then submit the required documents for our school indicated below.

The PFS 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 PFS. We also recommend reviewing SSS 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 the PFS practices, and available budget.



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How to complete your Parents' Financial Statement (PFS) online

- Beginning November 1, 2020, go to the SSS Family Portal at <https://sss.secure.force.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 as a Returning Family using your same email address and password.
- Complete a PFS for Academic Year 2021-22. You can log out at any time and return later to finish it.
- When all PFS sections are complete with green checks, the Submit & Pay button activates. Follow prompts to the payment screen. The \$55 fee is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, access to "My Documents" activates 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 Academic Year 2021-22 Dashboard.
- Open "My Documents" from the Dashboard.
- In the "Required Documents" section, use the Upload button or link associated with the specific document type. Follow prompts to locate, select, and confirm the file to upload.
- Click the Submit button to complete your upload. The date will appear in the "Date Uploaded" column within minutes of the upload. Repeat this process until all required documents are submitted by their deadlines.
- **Mailing in Documents:** If you prefer to submit required documents by mail, you must print your Cover Sheet from "My Documents" and send it with your documents to the address it provides at least 10 days before the deadlines.

Key information you need to know about our school as you complete the 2021-22 PFS

Our school's full name: Phoenix Country Day School Our SSS code: 5770
Contact information for our financial aid office: Kristie Berg – kristie.berg@pcds.org

Need help completing the PFS?

Contact SSS Parent Support at (800) 344-8328 or sss@communitybrands.com.

New to PCDS

Deadline for completing the PFS: February 1, 2021 Deadline for required documents: February 1, 2021

Documents we require you to submit with your PFS:

1040 with all schedules and worksheets*

Tax Year: 2020 2019 2018

W2 Form

Tax Year: 2020 2019 2018

1099 Form (if applicable)

Tax Year: 2020 2019 2018

***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 PFS or required documents?

Contact SSS Parent Support at (800) 344-8328 or sss@communitybrands.com.