



SUFFIELD  
ACADEMY

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Dear Applicant,

Thank you for your interest in Suffield Academy. Each year approximately one third of our students receive some form of financial assistance. In order to find a base for determining a family's financial need, we use the services of the School and Student Service for Financial Aid (SSS), part of Community Brands, which will open on October 2, 2020. From their calculation and the results of your Federal Income Tax Return (2019 1040 Form), we do our best to help as many families as possible have the necessary resources to attend Suffield Academy.

I am attaching our Making Suffield Affordable handout and instructions for submitting the PFS online from SSS. Please note that the deadline for a complete Financial Aid Application is January 31, 2021. Suffield Academy's code is 7558.

We look forward to working with you and appreciate your interest in Suffield Academy. I am always happy to answer any questions you may have as you proceed through the financial aid process.

Sincerely,

Sean Atkins

Director of Admissions and Financial Aid

10/20

# 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 as a starting point and consider our school policies, practices, and available budget.

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

- Beginning October 2, 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: Suffield Academy Our SSS code: 7558

Contact information for our financial aid office: Sean Atkins – Director of Admissions and Financial Aid

Deadline for completing the PFS: New Students 1/31/2021 Deadline for required documents: New Students 1/31/2021  
Returning Students 1/3/2021 Returning Students 1/3/2021

### Documents we require you to submit with your PFS:

**1040 with all schedules and worksheets\***

Tax Year:  2020  2019

**W2 Form**

Tax Year:  2020  2019

**1099 Form**

Tax Year:  2020  2019

*\*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](mailto:sss@communitybrands.com).



# SUFFIELD ACADEMY



**MAKING SUFFIELD AFFORDABLE**

2021-2022

## PHILOSOPHY & OBJECTIVES

The Suffield Academy Financial Aid Program has a two-fold purpose: to provide deserving students with an opportunity for an excellent education that might otherwise be unobtainable and to provide the school with a well-qualified student body reflecting a broad social and economic mix. To achieve these goals, it is our hope that the ability to pay the full tuition will not be the deciding factor in determining whether a promising young person may attend Suffield.

A substantial financial aid budget provides need-based grants and scholarships or a combination of these two resources for tuition assistance. Intended as a supplement to family resources, financial aid awards are made not only to families whose ability to pay is extremely limited, but also to those of more substantial means who may need only a minor subsidy to meet the tuition charges.

Parents who feel they need financial assistance are encouraged to request it. Approximately one-third of new and returning students at the Academy receive financial aid. Awards are made with the understanding that the Academy and each family have priorities that demonstrate a commitment to common goals and values. Admission to Suffield Academy and access to the Financial Aid Program are open to students of any sex, race, color, religion, creed, national or ethnic origin, citizenship, physical attributes, disability, or sexual orientation.

## FINANCIAL AID POLICIES

**Confidentiality:** From the perspective of Suffield Academy, all financial information that we receive is held in the strictest confidence, as are the decisions made by the Financial Aid Committee. Paperwork submitted will only be seen by the members of the Financial Aid Committee and, in special cases, by the headmaster. It is also expected that families will keep in confidence financial arrangements made with Suffield.

**Priorities:** Suffield assumes that each family receiving financial assistance will make the funding of their child's education a priority over other experiences such as enrichment programs, family trips, and summer camps.

## HOW TO APPLY FOR FINANCIAL AID

Suffield Academy subscribes to the principles and services of the School and Student Services for Financial Aid, which provides a financial analysis based on the parents' confidential statement of need. This service provides basic information to the Financial Aid Committee, which makes the final decision on financial aid awards.

**On October 2, 2020:** You may begin your application at [solutionsbysss.com](https://solutionsbysss.com). Click on the prompt to begin using your Parents' Financial Statement (PFS). You will be given a username and password that will allow you to return to your PFS at a later date before submitting it. After submitting it you will be given instructions about submitting additional documentation.

## COMPLETE FINANCIAL AID APPLICATIONS DUE DATE

**New Students: January 31, 2021 • Returning Students: January 3, 2021**

Registered students need to submit a copy of their official 2020 tax return when ready. No financial aid award is final until the official 2020 tax return is received. If there are any special circumstances that are not addressed in your financial application, but you would like to be considered, please send a letter addressed to Sean Atkins, Director of Admissions and Financial Aid, detailing these issues.

**Divided Families:** For applicants with divorced or separated parents, the Financial Aid Committee will consider the assets of both natural parents, if living, before making any award. If the custodial parent has remarried, the Financial Aid Committee also considers the assets of the stepparent, bearing in mind the obligations of that stepparent to his or her own natural children. PFS and tax forms must be submitted by each parent and stepparent and will be held in strictest confidence.

### **External Resources**

Any financial support that may be available beyond the parents' income and assets should be reported on the PFS for consideration by Suffield Academy. This support includes direct scholarship grants, or funds from other parties including relatives. The Financial Aid Committee welcomes explanation of these potential sources of help; correspondence with the Director of Financial Aid is encouraged.

### **Business or Farm Owners**

If you own a business or a farm, you must complete the Business/Farm Statement in addition to the other paperwork described in this brochure.

### **Student Earnings**

We expect students to pursue vacation employment whenever possible. Within the limits of skill and job availability, students are expected to earn what they can to help with their school and personal expenses.

### **Selection of New Student Recipients**

The Financial Aid Committee assesses the need and determines the amount of award for each financial aid applicant who is offered admission. Given the limits of our financial aid budget, scenarios for accepted students qualifying for financial aid include an aid award, placement on our waiting list, or an acceptance without financial aid. If the total financial need of accepted applicants exceeds the financial aid budget, decisions will be based on individual merit and institutional need. In these situations the awards will be based on financial need and on overall past performance and future promise. Communication with families on the waiting list will come if aid becomes available at a later date.

### **Renewals for Returning Students**

Every financial aid award is made for one year. To renew the award parents must reapply by January of each year in which financial aid is sought and must follow the same procedures (file an annual financial statement and income tax forms). The size of the award may vary if the family's financial circumstances change significantly, however, parents can expect similar grants in future years at Suffield.

In addition, to ensure consideration for continued financial assistance, the recipient must maintain good academic effort and performance, live by school standards of personal conduct, and be an active and positive part of the school community.

### **Leadership Scholars Award**

In order to emphasize leadership development at Suffield Academy, we have a program that provides partial merit scholarships to new students who demonstrate exceptional leadership potential and are likely to inspire leadership on the part of their peers. The criteria for selection include demonstrated leadership potential and a history of academic achievement. Leadership Scholars are chosen by the Admissions Committee at the time of acceptance and there is no need for an additional application. Should you have questions, please contact Sean Atkins.

### Budgeting Expenses

The annual boarding tuition charge covers instruction, room, board, basic health center and medical care, all meals in the dining hall, all physical training and athletic privileges, use of laboratory and computer equipment, and admission to all school concerts, assemblies, plays, and athletic contests. The annual day tuition charge covers all of the above with the exclusion of room. The annual tuition charge does not include optional off-campus activities such as movies, concerts, indoor tennis, ski trips, or weekend travel. It also does not include books, athletic equipment, vacation travel, the required laptop computer or such special services as tutoring, private lessons in music, and personal laundry. The following chart catalogues the current year's expenses, some of which are estimated, to help you project your expenses in planning for next year.

### Late Applications

Families whose financial aid applications have not been completed by the filing deadlines detailed above are encouraged to proceed. Limited funds sometimes remain available after the initial awards have been offered.

### FOR ALL QUESTIONS REGARDING THE FINANCIAL AID PROGRAM—

Please contact Sean Atkins, Director of Admissions & Financial Aid at 860-386-4446 or [satkins@suffieldacademy.org](mailto:satkins@suffieldacademy.org).

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## 2020-2021 TUITION & FEES

**BOARDING STUDENTS: \$65,225 • DAY STUDENT: \$44,600**

Note: Tuition for 2021-2022 will be announced in January.

### AVAILABLE PAYMENT PLANS

Advance: The tuition balance is paid in July

Traditional: The tuition balance is paid in two installments [July and December]

Monthly plan: The tuition balance, plus a 1% premium, is paid in nine monthly installments [June through February]

### ESTIMATED STUDENT EXPENSES

Listed below are the estimated expenses for the 2020-2021 school year.

Books and supplies: \$1,250-\$1,500 [varies by subjects taken]

Macbook computer: \$1,500-\$3,500 [varies by model]

Spending money: \$25 [each week]

Travel [boarding]: Four round-trip fares each year

Payments registration: Deposit 10% of the net tuition [nonrefundable and due at the time of registration]

Balance of tuition: Families have several options by which to pay the 90% tuition balance