

# **Applying for Financial Aid at Trinity Valley School for the 2021-22 Academic Year**

Trinity Valley School partners with School and Student Services (Solutions by SSS) in our financial aid process. To begin your financial aid 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. Please take time to review the wide range of materials that SSS has put together to help families with the financial aid process. They can be found at [www.solutionsbysss.com/parents](http://www.solutionsbysss.com/parents).

**The school will communicate our financial aid decision to you, according to the timeline below.** To make our decision, we use the information from the PFS as a starting point, but also consider TVS's policies, practices and available budget.

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

- Beginning October 2, 2020, the PFS will be available at <https://sss.secure.force.com/familyportal>.
- Create your PFS Online account with your email address and a password. If you applied for financial aid 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 2021-22. You can log out of the PFS Online at any time, then return later to complete it.
- After you have pressed submit, you will be brought to a payment screen. The fee of \$55 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, you will 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 2021-22 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. Processing your documents can take up to 48 hours. Please log back in to make sure there are no errors associated with your documents.

If you wish to submit required documents directly to TVS instead of uploading to SSS, please send accordingly:

Mail: Kiley Brannon, TVS, 7500 Dutch Branch Rd., Ft. Worth, TX 76132  
Scan: [brannonk@trinityvalleyschool.org](mailto:brannonk@trinityvalleyschool.org) or Fax: 817-321-0105

**If you need help completing the PFS, contact SSS customer service at (800) 344-8328. Beginning November 1, 2020 their hours are Monday – Friday 8:00 a.m. – 7:00 p.m. (CST) and Saturdays 8:00 a.m. – 3:00 p.m. (CST).**

**Important information you need to know about our School as you complete the PFS:**

Our school's full name: **Trinity Valley School**

Our school's SSS code: **7780**

Contact information for our financial aid office: **Alice Pritchett**

School address: **7500 Dutch Branch Rd., Fort Worth, TX 76132**

## **Important Due Dates and Required Documents – PLEASE READ**

### **Returning TVS families (includes siblings applying for Kindergarten)**

**February 15, 2021** Deadline to apply for financial aid

*The following required documents must be uploaded or sent to Trinity Valley School (in addition to completing the online PFS):*

- Signed 2020 Form 1040 tax return with all schedules
- 2020 W-2's and/or 1099's
- Completed PFS

*Notification:* Returning families will be notified of their awards for the 2021-22 academic year in early April only if their current tuition balance is clear and enrollment deposit is received.

### **New families**

#### **First-time Kindergarten applicants**

**Friday, February 1, 2021** – Deadline for first-time Kindergarten applicant families to apply for financial aid (this includes legacies or faculty/staff enrolling their first child, and new families).

**Required Documents to be uploaded or sent to TVS for First-Time Kindergarten applicant families (in addition to completing the online PFS):**

- Signed 2019 Form 1040 tax return with all schedules
- 2019 W-2's and/or 1099's
- 2020 W-2's and/or 1099's

\*In addition, please note that the 2020 Form 1040 tax return with all schedules is due by April 15, 2021 for review. TVS reserves the right to re-calculate an award if the 2020 tax information is markedly different from the 2019 information.

**Friday, February 19, 2021** – Financial aid awards emailed to first-time Kindergarten families. *Signed Financial Aid agreements are due from first-time Kindergarten families on Friday, February 26, 2021.*

**New applicants for Grades 1-12**

**Monday, February 15, 2021** – Deadline for new grades 1 – 12 applicant families to apply for financial aid.

**Required Documents to be uploaded or sent to TVS for new grades 1-12 applicant families (in addition to completing the online PFS):**

- Signed 2019 and 2020 Form 1040 tax returns with all schedules
- 2019 and 2020 W-2's and/or 1099's

**Friday, March 12, 2021** – Financial aid awards emailed to new Grades 1 – 12 families. *Signed Financial Aid agreements are due from new grades 1-12 families on Friday, March 26, 2021.*