

Checklist for First Time Tuition Assistance Applicants for the 2022-2023 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 or 610-801-1202, Deb Goggins at dgoggins@agnesirwin.org or 610-801-1203 or Natalie J. Brennan '05 at nbrennan@agnesirwin.org or 610-801-1205.

Due on or by December 10, 2021

- Complete Parents' Financial Statement (PFS) online at solutionsbysss.com (SSS) as soon as possible and no later than **December 10, 2021**. 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 under "Documents"
 - Completed AIS Tuition Assistance Request Form 2022-2023
 - Copy of executed 2020 tax returns (Form 1040 or Form 1099) and all supporting schedules (for both parents, if applicable)
 - Copy of 2020 W-2 (for both parents, if applicable)
 - Copy of most recent 2021 paystubs (for both parents, if applicable)
- If applicable, submit electronically to SSS the Non-Custodial Parent Waiver Petition (for single-parent households)

Due on or by January 31, 2022

- Submit electronically to SSS 2021 W-2 (for both parents, if applicable) or proof of both parents (if applicable) 2021 income.

January – February, 2022

- Families receive response from AIS regarding tuition assistance consideration for the 2022-2023 school year. Families granted assistance will receive an enrollment contract which they should return with the enrollment deposit by the stated deadline.

April 1, 2022

- Submit electronically to SSS for both parents (if applicable):
 - 2021 1040 Tax Returns with all schedules, or
 - 2021 1099 Tax Returns with all schedules, or
 - 2021 Form 4868 Tax Extension document (see below for additional deadline)

August 15, 2022 (*For Tax Extensions Only*)

- Submit electronically to SSS for both parents (if applicable):
 - 2021 1040 Tax Return with all schedules, or
 - 2021 1099 Tax Return with all schedules

All tuition assistance awards are contingent upon the receipt of one of the required tax documents from both parents, if applicable, as well as completion of all steps in the process by the stated deadlines. This process remains confidential between the Agnes Irwin Tuition Assistance Committee and Business Office.