



# Applying for Financial Aid at Horace Mann School for the 2022-23 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 THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

- Beginning as early as September 1, 2021, go to the SSS Family Portal at <https://sssandtadsfa.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 to the Family Portal as a Returning Family using your same email address and password.
- Complete a PFS for Academic Year 2022-23. You can log out at any time and return later to finish it.
- Once all PFS sections are complete with green check marks, the "Submit & Pay" button activates. Follow the 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 Once your PFS is submitted, it cannot be withdrawn from the SSS system.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, you have access to the Family Portal's "My Documents" tab to upload required documents by their deadlines to complete your application.



## HOW TO SUBMIT REQUIRED DOCUMENTS ONLINE

- Prepare your documents to be uploaded. Make sure the documents are on your computer and each specific form is saved as a separate file Remove any security or password protection from your files. You may blacken out your Social Security Number(s).
- Return to the Family Portal and log into your account.
- Select the Academic Year 2022-23 button.
- Open the "My Documents" tab on the Dashboard.
- On "My Documents", use the Upload button or hyperlink associated with the specific document name in the "required Documents" Section. Clicking the Upload button or hyperlink leads you through the steps to locate, select, and confirm your file to upload.
- Click "Submit" to complete your file upload. After you do, 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 the "My Documents" tab and include it with your documents to the address provided on the sheet. Send documents at least 10 days before their deadlines.

**Need help completing the PFS?**  
 Contact the SSS Parent Support Team at  
 (800) 344-8328 or [sss@communitybrands.com](mailto:sss@communitybrands.com).

## **i** KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE 2022-23 PFS:

Our school's full name: **Horace Mann School**

Our school's SSS code: **4006**

Contact information for our financial aid office: **Financial Aid Office, 718-432-4101, [financial\\_aid@horacemann.org](mailto:financial_aid@horacemann.org)**

Deadline for completing the PFS: **November 15<sup>th</sup> 2021**

Deadline for required documents (marked below): **November 15<sup>th</sup> 2021**

Deadline for W2 Form(s) and Update Statement: **February 15, 2022**

Documents we require you to submit (with your PFS):

**1040 with all schedules and worksheets\* (Due 11/15/21)**

**W2 Form(s) (Due 2/15/22)**

**1099 Form(s) if applicable (Due 2/15/22)**

Tax Year:  2020

Tax Year:  2021

Tax Year:  2021

**\*Self-Employed Parents:** Include all related business forms with your 1040 (Schedule C, Schedule E, 1120, 1065, and K-1).

Other: Supplemental Horace Mann School Form (Due 11/15/21), 2021 Update Statement (Due 2/15/22)\*

\*Submit an update statement if your financial circumstances change between the date you file the PFS and 2/15/22.