



Tuition Assistance Checklist 2022-2023 School Year: New Families

Due Date: Tuesday, February 1, 2022

Please create an account for the School and Student Service (SSS) portal which can be found [here](#), to complete the application and upload the required documents below. SSS will send a computed "Report of Financial Need" directly to GSES.

_____ Parents' Financial Statement (PFS) form, using Good Shepherd's school code (3453).

_____ Copies of the tax form 1040 and all related schedules, and copies of all W-2s and 1099 forms from the tax year **2020** (or most current year).

_____ A personal letter to Amanda Medina, Chief Financial and Operating Officer, providing the details of your family's financial situation and any extenuating circumstances that may impact a family's ability to pay tuition, i.e. job loss, loss of parent, change in household, medical expenses, care of aging parent, etc.

_____ A monthly family budget of income and expenses. This can be in any format and any level of detail you feel is appropriate to tell your story.

After reading through this checklist and the FAQ document, if you have questions, you are welcome to schedule an in-person or virtual meeting with Amanda Medina, CFOO, at amedina@gsesdallas.org to discuss the process and specific family circumstances.