

# Applying for Financial Aid

## for the 2023-24 academic year

We partner with SSS in our financial aid process. To begin your financial aid application, you will complete the 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 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 September 1, 2022, go to the 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 the Family Portal as a Returning Family using your same email address and password.
- Complete a PFS for Academic Year 2023-24. 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 \$60 fee is nonrefundable. Once your PFS is submitted, it cannot be withdrawn.

### Key information you need to know about our school as you complete the 2023-24 PFS:

Our school's full name: THE CHAPIN SCHOOL Our partner code: 2290

Contact information for our financial aid office: APPLICANT FAMILIES: KAREN LEE, [KALEE@CHAPIN.EDU](mailto:KALEE@CHAPIN.EDU) OR 212.570.4924  
ENROLLED FAMILIES: HAZERA MUNIM, [HMUNIM@CHAPIN.EDU](mailto:HMUNIM@CHAPIN.EDU) OR 212.570.4958

Deadline for PFS and supporting documents : APPLICANT FAMILIES: 12/1/22  
ENROLLED FAMILIES: 11/1/22

#### Required Supporting Documents:

- 2021 1040 with full schedules and worksheets\*
- 2021 W2
- Most recent pay stub

\*Self-employed Individuals: Include all related business forms with your 1040 (i.e. Schedule C, E, K, 1120 and 1065)

Need help with your PFS or required documents?

Contact Family Support at (800) 344-8328 or [sssandtadsfa@communitybrands.com](mailto:sssandtadsfa@communitybrands.com).