



Applying for Financial Aid at Horace Mann School for the 2023-24 Academic Year

We partner with School & 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 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 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 to 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 check marks, the "Submit & Pay" button activates. Follow the prompts to the payment screen. The \$60 fee is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, the next step will require you to upload required documents by their deadlines as part of your application process.



HOW TO SUBMIT YOUR REQUIRED DOCUMENTS ONLINE

- Prepare your document files for uploading. Make sure the documents are on your computer and each specific form is saved as a separate file. Examples: a) 1 PDF file for the 1040 with all schedules and worksheets included, b) each W2 saved as its own file. Remove any security or password protection from your files. You may blacken out your Social Security Number(s).
- Return to your Family Portal account and confirm you are on the Academic Year 2023-24 Dashboard.
- In the "Required Documents" section, use the Upload button or link associated with the specific document type. Follow prompts to locate, select, and confirm the file to upload.
- Click the Submit button to complete your upload. 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 within your family portal and send it with your documents to the address it provides at least 10 days before the deadlines.

Need help with your PFS or Required Documents?

Contact SSS Family Support at
(800) 344-8328 or sssandtadsfa@communitybrands.com.

i KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE 2023-24 PFS:

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

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

Contact information for our financial aid office: **Financial Aid Office, 718-432-4101, financial_aid@horacemann.org**

Deadline for completing the PFS: **November 15th 2022**

Deadline for required documents (marked below): **November 15th 2022**

Deadline for W2 Form(s) and Update Statement: **February 15th, 2023**

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

1040 with all schedules and worksheets*
(Due 11/15/22)

W2 Form(s)
(Due 2/15/23)

1099 Form(s) if applicable
(Due 2/15/23)

Tax Year: 2021

Tax Year: 2022

Tax Year: 2022

***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 11/15/22), 2022 Update Statement (Due 2/15/23)*

*Submit an update statement if your financial circumstances change between the date you file the PFS and 2/15/23.