



Applying for Financial Aid

for the 2024-2025 academic year

BRIARCREST INFORMATION AND DEADLINES

Our school's full name: Briarcrest Christian School

Our SSS code: 1831

Financial Aid Coordinator: Jenny Robichaux - email: jlrobichaux@briarcrest.com / phone: 901-765-4655

Beginning in January 2024, the Financial Aid Committee will start reviewing completed applications and communicating award decisions. This process will usually take two weeks. We partner with School and Student Services (SSS) in our financial aid process. To make our decision, we use the information from SSS as a starting point and consider our school policies, practices, and available budget.

Financial Aid is awarded on a first come, first served basis until award budgets are exhausted. If you miss a submission deadline, you are still eligible to late apply throughout the school year.

Returning Students

Deadline for PFS: February 1, 2024

Deadline for Documents: February 1, 2024

Deadline for 2023 Tax Returns: April 15, 2024

New Students

Deadline for PFS: April 1, 2024

Deadline for Documents: April 1, 2024

Deadline for 2023 Tax Returns: April 15, 2024



STEP 1: COMPLETE THE PFS

- Beginning **September 1, 2023**, go to the Family Portal at <https://sssandtadsfa.my.site.com/familyportal>
- The Parent's Financial Statement (PFS) is a comprehensive application that will take some time to complete. Allow yourself plenty of time for the application.
- 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 2024-25. 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 is activated. Follow prompts to the payment screen. **The \$60 fee is non-refundable.** Once your PFS is submitted, it cannot be withdrawn from the SSS system.



STEP 2: SUBMIT REQUIRED DOCUMENTS

- 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.
- Return to your Family Portal account and confirm you are on the Academic Year 2024-25 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.



REQUIRED DOCUMENTS

1040 Tax Returns
(with all schedules and worksheets*)

Tax Year: 2023 2022

W2 Form

Tax Year: 2023 2022

1099 Form - if applicable

Tax Year: 2023 2022

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

An application will not be reviewed until ALL Required Documents are uploaded, except for the 2023 Tax Returns which are required by April 15.

Need help with submitting your PFS or required documents?
Contact SSS Parent Support at (800) 344-8328 or sssandtadsfa@communitybrands.com.