

# APPLYING FOR FINANCIAL AID FOR THE 2025-2026 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) by the appropriate admission deadline. Visit [solutionsbysss.com/parents](https://solutionsbysss.com/parents) to apply.

The PFS is a comprehensive application that will take some time to complete. Before you get started on the PFS, you will want to gather your most recent tax return and W2. We also recommend that you review the wide range of materials that SSS has put together to help families with the financial aid process. They are found at [solutionsbysss.com/parents](https://solutionsbysss.com/parents).



If your family qualifies for assistance, we will communicate our financial aid decision to you through the enrollment agreement after the Admission Committee has reviewed your child's completed grade level application and has rendered a decision to offer a place to your child for 2025-26. To make our financial aid decision, we use the information from the PFS as a starting point and consider our school policies, practices, and available budget. We will begin reviewing your application as soon as it is completed in SSS. If we have any questions or concerns while reviewing your application, we will reach out to you directly by the email addresses you have supplied in your admission application. In order to be considered your financial aid application must be completed by the stated deadline.

## HOW TO COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

- Go to the SSS Family Portal at [solutionsbysss.com/parents](https://solutionsbysss.com/parents)
- Financial aid applications and required financial documents are required from all parents/guardians with legal custody in order to receive financial aid consideration. Please note that your financial aid application is completely separate and confidential.
- Click on the blue "Login to Complete or Update Your PFS" button (in the top right-hand corner of the screen). Create your Family Portal account with your email address and a password. If you applied for financial aid last year, login to the Family Portal as a Returning Family using the same email address and password.
- Complete a PFS for the upcoming Academic Year. **Please note that our school code is 6310.** You can log out of the portal at any time and return later to edit or finish it.
- Once all PFS sections are complete with green checks, the "Submit & Pay" button is activated. Follow the prompts to the payment screen.
- 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 as part of your application process. Given the timing of the financial aid process, you will not have all the required documentation: 2024 W2 and 2024 1040

with all filed schedules and attachments. At a minimum, please submit the required income information for 2023 with your application.

**Applications will not be considered complete until you submit your 2023 required documents. 2024 Taxes are expected to be uploaded no later than April 15, 2025.**

If you do not have a copy of a tax return, please submit a copy of your Tax Return Transcript. You can find copies of your Tax Return Transcript or Verification of Non-filing Letter here:

<https://www.irs.gov/individuals/get-transcript>.

Please note, based on your financial circumstances, that additional documentation may be required.

- St. Anne's-Belfield works with an outside firm that has expertise in reviewing financial aid applications. This firm, Mission Enrollment, will communicate with you in your SSS portal. Please check this portal regularly. For new families, if the deadlines are satisfied, the financial aid application is considered after the Admission Committee has reviewed your child's completed grade level application and has rendered a decision to offer a place to your child.



## HOW TO SUBMIT REQUIRED DOCUMENTS ONLINE

- Prepare your documents to be uploaded. Make sure the documents are on your computer and

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each specific form is saved as a separate file. Remove any security or password protection from your document files.

- Return to the Family Portal and log into your account at [solutionsbysss.com/parents](https://solutionsbysss.com/parents)
- Select the upcoming Academic Year 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.

## FREQUENTLY ASKED QUESTIONS

- **Q: What if I do not have my 2024 tax return or W2? A:** We require the financial aid application to be completed prior to the 2024 tax filing season. Please make sure you upload your 2023 required documents. We will use your 2023 documents to review your application and consider an award. Later, if an award is determined, we will use your 2024 tax documents to verify that award. 2024 financial documents are required and you will be asked to upload this tax record immediately after the tax submission date.
- **Q: How do I fill out the application without 2024 documentation? Should I still apply? A:** Yes, please apply by the deadline. Please use your 2023 tax documents and pay stubs to help you estimate your financial information for the upcoming year and complete the PFS. We will update your application and use your 2024 tax documents to verify the information once you have filed for 2024.
- **Q: I am not sure if I am filling this out right, whom should I contact? A:** Please write to [financialaid@stab.org](mailto:financialaid@stab.org).

If you need help applying, especially technical support, please contact the helpful SSS support team (contact information below). The SSS Parent Support Team is very responsive and helpful. Mission Enrollment, the outside firm who reviews our financial aid applications will be in touch with you in your SSS portal if additional information or clarification is necessary. In January, our Financial Aid Specialist will begin reviewing your applications and will call if additional information or clarity is needed.

- **Q: There has been a major change in my finances since my last tax return was filed, what should I do? A:** That is quite common and perfectly acceptable. Please fill out the application using your most updated financial information and provide additional documentation to support the change or difference between your last tax return and the application. For example, if your income is significantly different from your 2023 tax return or even your 2024 tax return, please upload recent pay stubs. **Also, please be sure to use the comment section at the end of the application to explain any issues, concerns, or differences.** You can also use the comment section at the end of the application to list any life circumstances or expenses that you feel the application did not capture.
- **Q: Does the School offer vouchers to help pay for the application? A:** No, but if you are applying as a domestic day student you may qualify for the fee to be waived depending on your income. At the payment page, you will be notified if you qualify for a waiver based on the information you provided in your PFS.
- **How is the financial aid application submitted if the parents are in separate households? A:** Financial aid applications and financial documents are required from **all parents/guardians with legal custody** in order to receive financial aid consideration. Please note that your financial aid application is completely separate and confidential.

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