



# HEIGHTS CHRISTIAN SCHOOLS

## TUITION ASSISTANCE INFORMATION | 2026-2027

To our families seeking tuition assistance\*:

Thank you for your interest in applying for Tuition Assistance for your child. **HEIGHTS CHRISTIAN SCHOOLS** are committed to providing quality Christian education to children and it is our sincere desire to afford the opportunity of a Christian school education to as many families as possible.

We honor the sacrifices you have made, and are willing to continue to make, in order that your child can receive a Christ-centered education. This decision is one that will have an eternal impact on your family.

To evaluate your application, we have enlisted the services of TADS (Tuition Aid Data Services), a neutral third party, who will provide us with financial need evaluation services that offer maximum benefit to the student and the school. This will facilitate the processing of applications in a confidential, timely and neutral manner.

Families seeking Tuition Assistance should take the following steps:

1. **Enroll:** Enroll your student(s) at one of our campuses.
2. **Apply:** Go to <https://sssandtadsfa.my.site.com/familyportal> to apply.
  - *The application fee is \$60, paid directly to TADS.*
3. **Upload Required Documents into TADS:** You will be asked to provide supporting documentation to TADS. 2025 1040 Tax Forms, 2025 W2s, and most recent paycheck stubs for all financially responsible parents.
  - **IMPORTANT:** *Be sure to upload your required supporting documents in a timely manner as deadlines do exist. Your application is not considered complete until all required documents have been received and verified by TADS. **Failure to do so will delay your approval.***

#### TADS PARTNER CODES:

Brea Campus **200531**  
*(includes Brea Preschool & Infant Center)*  
Ramona Campus **200532**  
*(includes Ramona Preschool)*  
La Mirada Campus **200536**  
*(includes La Mirada Preschool)*

Bluefield Campus **200537**  
La Habra Heights Preschool **200539**

After you submit your application online, TADS will evaluate the application and send a report to our District Office. Our administration will then be able to make final decisions and let you know how we can assist you in the upcoming school year.

Should you have any questions regarding this application process for Tuition Assistance, please contact Marcella Fernandez at 714-921-9070. Blessings to you and your family!

\*HCS offers a variety of tuition discounts and tuition assistance programs. Only one tuition discount per family. Families receiving a tuition discount are also eligible to apply for tuition assistance if conditions of the tuition assistance program are met. Families currently receiving support from outside subsidies are not eligible for HCS tuition assistance.

## Applying for Financial Aid 2026–2027 Academic Year

Hello and welcome to the 2026–2027 Financial Aid season! We partner with School and Student Services (SSS) in our financial aid process. To apply for financial aid at our school, you will complete the SSS financial aid application (also referred to as the Parents' Financial Statement or PFS) and submit the required documents indicated below within the SSS Family Portal.

The SSS application 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 application. 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 your SSS application as a starting point and consider our school policies, practices, and available budget.

### Key information about our school for the 2026–2027 SSS Financial Aid Application:

Our school's full name: Heights Christian Schools Our partner code: See Cover Sheet

Contact information for our financial aid office: Marcella Fernandez

First round consideration due by: 3/27/26

If you choose to not use TaxStatus for the automatic process from the IRS then here are the documents, we require you to submit with your application:

1040 with all schedules and worksheets\*       W2 Form(s)       1099 Form(s)  
Tax Year:  2025      Tax Year:  2025      Tax Year:  2025

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

Additional documents school is requiring:

**Most Recent Paycheck Stub(s)** \_\_\_\_\_  
\_\_\_\_\_

## How to complete your SSS Financial Aid Application online

- Beginning September 2, 2025, go to the Family Portal at <https://sssandtadsfa.my.site.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 using your same email address and password.
- Complete your application for the 2026–2027 Academic Year. You can log out at any time and return later to finish it.
- This process is greatly simplified to complete your process if you provide consent through TaxStatus.(Easy Apply)
- When all application sections are complete, the Submit & Pay button is activated. Follow prompts to the payment screen. The \$60 fee is nonrefundable. Once your application is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your application, the next steps will require you to upload required documents by their deadlines as part of your application process.

## How to submit your required documents online (May not be required through Easy Apply)

- 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 2026–2027 Academic Year Dashboard.
- Click the “My Documents” tab or the “Manage Documents” link on the dashboard to find your documents. Then, use the Upload button for the required document type you are adding. Follow prompts to locate, select, and confirm the file to upload.
- Click the Submit button to complete your upload. Repeat this process until all required documents are submitted by their deadline

**Need help with your application or required documents?**

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



## TADS Financial Aid Application Worksheet - *2026-2027 School Year*

**This is a worksheet to help you prepare to fill out the TADS Financial Aid Application and WILL NOT be accepted as an application. ALL financial aid applications must be submitted online at [secure.tads.com](https://secure.tads.com).**

### You will need the following supporting documentation before you begin:

- Most recently filed federal tax return (2025)
- Most recent W-2 statement(s) received by all Parent/Guardian(s) listed on the application (2025)
- Recent Paystubs of any jobs currently held by all Parent/Guardian(s) listed on the application
- Most recent Self-Employment Documentation for Parent/Guardian(s) who are self-employed. This may include:
  - Most recent Schedule C or 1099 forms for self-employed persons (2025)
  - Most recent Schedule E and K1 forms for all business owners or shareholders
  - Most recent 1120-S or 1120 Corporation Tax Returns or 1065 Partnership Tax Returns filed by the business for individuals who own 20% or more of a business
- All documentation of any monthly or yearly income received outside of W2 or business/self-employment income (i.e. welfare/cash benefits, food stamps, unemployment, workers' compensation)
- Other documentation (mortgage statement, recent utility bills, etc) may be required

## Sections 1 and 2: List All Parent(s)/Guardians Living in the Household.

- We will need your first and last name, birth date, and your daytime phone number (mobile or best number at which to reach you advised).
- Select your relationship to dependents in the household (one or more), and your work status. To add another parent to the application, click on “Add Additional Parent/Guardian”
- Please note, all parent/guardian(s) must reside in the household. If parent/guardian(s) do not live in the same household, separate applications should be completed to account for each individual household situation.
- Finally select each parent/guardian(s) employment status.
  - If a parent/guardian indicates that they are employed, they will need to list at least 1 W2 job in section 3.
  - If a parent/guardian indicates that they are self-employed, they will need to list at least 1 business in section 4.

## Section 3: List All Jobs Held by Parent(s)/Guardian(s) Since Jan 1, 2025, Even if No Longer Employed.

If a Parent/Guardian is self-employed or has contractor work, enter that information in Section 4.

Wages, Tips, Other Compensation: This value can be found in Box 1 of your 2025 W-2. If you do not have your 2025 W-2 yet, use the year-to-date total off your last December 2025 paycheck.

Employer 1 Name: \_\_\_\_\_

- Parent(s)/Guardian(s) Employed with Employer 1: \_\_\_\_\_
- 2025 Wages/Tips/Other Compensation: \_\_\_\_\_
- 2026 Estimated Wages/Tips/Other Compensation: \_\_\_\_\_

Employer 2 Name: \_\_\_\_\_

- Parent(s)/Guardian(s) Employed with Employer 2: \_\_\_\_\_
- 2025 Wages/Tips/Other Compensation: \_\_\_\_\_
- 2026 Estimated Wages/Tips/Other Compensation: \_\_\_\_\_

## Section 4: List Business/Self-Employment, Farm, Corporation, Partnership, Trust, and Miscellaneous Income since January 1, 2025

Complete this section even if the business recently closed or has just opened. Find your relevant tax form below and enter the corresponding line number values for each field on the application. For example: If you filed Form 1065 because you are involved in a partnership, you should find ‘Partnership - Form 1065’ in the section below. You will then notice that there are two items listed, Net Profit and Depreciation. Listed after each item is the action you need to take for that item. Continuing with the partnership example, you would look at “Net Profit” and notice that it says "Line 22". Find Line 22 on the Partnership Form 1065 and enter that number into 2025 Actual Net Profit on the application.

**Miscellaneous Income - Form 1099: Net Profit: Line 7, Depreciation: List as 0**  
**Business Schedule C: Net Profit: Line 31, Depreciation: Line 13**

**Farm - Schedule F: Net Profit:** Line 34, **Depreciation:** Line 14  
**Estates and Trusts - Form 1041: Net Profit:** Line 22, **Depreciation:** List as 0  
**Partnership - Form 1065: 1 Net Profit:** Line 22, **Depreciation** Line 16c  
**Corporation (Short Form) - Form 1120-A: Net Profit:** Line 26, **Depreciation:** Line 20c  
**Corporation - Form 1120: Net Profit:** Line 30, **Depreciation:** Line 20  
**S Corporation - Form 1120S: Net Profit:** Line 21, **Depreciation:** Line 14c

Business 1 Name: \_\_\_\_\_

- Currently Operating (Yes/No): \_\_\_\_\_
- Type of Business (Choose 1): Proprietorship (Self Employment/Contract), Partnership, Corporation, Farm)
- 2025 Estimated Net Profit: \_\_\_\_\_
- 2025 Depreciation from Business: \_\_\_\_\_
- 2026 Estimated Net Profit: \_\_\_\_\_

Business 2 Name: \_\_\_\_\_

- Currently Operating (Yes/No): \_\_\_\_\_
- Type of Business (Choose 1): Proprietorship (Self Employment/Contract), Partnership, Corporation, Farm)
- 2025 Estimated Net Profit: \_\_\_\_\_
- 2025 Depreciation from Business: \_\_\_\_\_
- 2026 Estimated Net Profit: \_\_\_\_\_

## Section 5: List Any Other Monthly Income Received (that has not already been listed in sections 3 and 4)

Report any other income such as Monthly Welfare Income, Social Security, Child Support etc.

If any section does not apply to you, please list "0" (zero) for that value.

- Monthly Welfare (Cash Benefit) Income \_\_\_\_\_
- Monthly Food Stamp/SNAP Income \_\_\_\_\_
- Monthly Social Security Income (Received for Parent/Guardian(s) \_\_\_\_\_
- \_\_\_\_\_ Monthly Social Security Income (Received for Child(ren) living in the household)
- \_\_\_\_\_ Monthly Social Security Income (Received for Grandparent(s) living in the household) \_\_\_\_\_
- Monthly Child Support Income Received (average) \_\_\_\_\_
- Monthly Alimony Income Received (average) \_\_\_\_\_
- Other Monthly Taxable Income Not Already Listed \_\_\_\_\_
- Other Monthly Non-Taxable Income Not Already Listed \_\_\_\_\_

## Section 6: List Any Other Yearly Income Received (that has not already been listed in sections 3, 4 or 5)

Report any other income received yearly such as interest/dividends, unemployment, etc

If any section does not apply to you, please list "0" (zero) for that value.

- Interest/Dividend Income (this value is found by taking the sum of lines 2a, 3a and 3b on your most recent 1040 tax return) \_\_\_\_\_
- Workers Compensation (2025) \_\_\_\_\_
- Workers Compensation (2026 Estimated) \_\_\_\_\_
- Unemployment Income (2025) \_\_\_\_\_
- Unemployment Income (2026 Estimated) \_\_\_\_\_
- Other Yearly Taxable Income Not Already Listed \_\_\_\_\_
- Other Yearly Non-Taxable Income Not Already Listed \_\_\_\_\_

## Section 7: Rent Payments (if applicable)

If you pay rent, enter the amount you pay for rent alone. Do not include any utilities expenses unless they are built into your monthly rent payments. Utilities will be asked separately in section 8.

- Monthly Rent \_\_\_\_\_
- Yearly Renter's Insurance \_\_\_\_\_

## Section 8: Utilities Expenses (If not included in your mortgage or rent payment)

Both renters and homeowners should list utilities expenses in this section. Do not include any utilities expenses that are built into your monthly rent or mortgage payments.

- Gas/Oil Coal Annual Expenses (monthly amount x 12) \_\_\_\_\_
- Electricity Annual Expenses (monthly amount x 12) \_\_\_\_\_
- Water/Sewage Annual Expenses (monthly amount x 12) \_\_\_\_\_

## Section 9: Mortgage Information for your Primary Home (if applicable)

If you own your primary home, please complete this section.

- Year of Purchase: \_\_\_\_\_
- Purchase Price: \_\_\_\_\_
- Cost of Improvements/Additions: \_\_\_\_\_
- Current Market Value of Home: \_\_\_\_\_
- Amount Owed on Home Loans + Home Equity (sum): \_\_\_\_\_
- Monthly Mortgage Payment \_\_\_\_\_
- 2025 Property Tax Amount (if not included in your monthly mortgage payment):  
\_\_\_\_\_
- 2025 Rental Income (Yearly- if part of primary home is rented out):  
\_\_\_\_\_
- 2025 Rental Expenses (Yearly- if part of primary home is rented out):  
\_\_\_\_\_

## Section 10: Mortgage Information for Real Estate other than Primary Home (if applicable)

If you own any real estate outside of your primary home, please complete this section.

- Number of Properties Owned: \_\_\_\_\_
- Combined Purchase Price of all Properties Owned: \_\_\_\_\_
- Combined Cost of Improvements/Additions: \_\_\_\_\_
- Combined Current Market Value of all Properties Owned: \_\_\_\_\_
- Combined Monthly Mortgage Payment of all Properties: \_\_\_\_\_
- Combined Amount Owed on Home Loans + Home Equity (sum):  
\_\_\_\_\_
- Combined 2025 Rental Income (Yearly- if part of primary home is rented out):  
\_\_\_\_\_
- Combined 2025 Rental Expenses (Yearly- if part of primary home is rented out):  
\_\_\_\_\_

## Section 11: Vehicle Information

This section asks for information on vehicles that you own or lease.

- Do you own or lease any vehicles? (Yes or No): \_\_\_\_\_
- Number of Vehicles Owned: \_\_\_\_\_
- Total Market Value of All Vehicles Owned: \_\_\_\_\_
- Total Amount Owed on All Vehicles: \_\_\_\_\_
- Total Monthly Lease: \_\_\_\_\_
- Yearly Insurance Cost for All Vehicles (Leased or Owned): \_\_\_\_\_

## Section 12: Assets- Recreational Vehicles/Boats

This section asks for the combined current market value of all recreational vehicles owned by your household. A few examples of recreational vehicles are motor homes, boats, motorcycles, all terrain vehicles, personal watercraft, dune buggies and snow mobiles. Please also list the combined amount owed on any recreational vehicles owned.

- Combined Recreational Vehicle(s)/Boat(s) Value: \_\_\_\_\_
- Combined Recreational Vehicle(s)/Boat(s) Debt: \_\_\_\_\_

## Section 13: Assets- Cash, Savings, Stocks, Etc

This section asks you to list the current combined value of any Checking, Savings, Cash, CD accounts, including cash onhand. The section will separately ask you to list the combined value of any stocks, securities, bonds, mutual funds held by your household.

- Current Value of Checking/Savings/Cash/CD Accounts: \_\_\_\_\_
- Current Value of Stocks/Securities/Bond/Mutual Funds Accounts: \_\_\_\_\_

## Section 14: Assets- Retirement Plans

This section asks you to list the current combined value of any Self-Managed Retirement Accounts (i.e. IRA, SEP, etc). This section will separately ask you to list the current combined value of any “Other-Managed” retirement accounts (401k, 403b, etc). Do not include any pension accounts in this section.

You will also be asked to list 2025 specific contributions made to these accounts by your household and any contributions made by your employer.

- Total Current Value of Self-Managed Retirement Accounts: \_\_\_\_\_
- Total Current Value of Other-Managed Retirement Accounts: \_\_\_\_\_
- 2025 Household Contributions to Retirement Accounts: \_\_\_\_\_
- 2025 Employer Contributions to Retirement Accounts: \_\_\_\_\_

## Section 15: Medical Expenses

This section asks you to list information about medical expenses for the year 2025. You will be asked to list medical expenses paid out of pocket (co-pays, medical bills paid by your family, etc). Separately, you will be asked to list any medical debts that are outstanding (unpaid). Finally, you will also be asked to list your medical premium expenses paid in 2025 for your insurance.

- 2025 Out of Pocket Medical/Dental Expenses Paid \_\_\_\_\_
- Current Outstanding Medical/Dental Debt \_\_\_\_\_
- 2025 Medical/Dental Insurance Premiums \_\_\_\_\_
- 2025 Out of Pocket Prescription Drug Expenses Paid \_\_\_\_\_
- Current Outstanding Prescription Drug Debt \_\_\_\_\_
- 2025 Medical/Dental Prescription Drug Premiums \_\_\_\_\_
- 2025 Out of Pocket Prescription Eyeware Expenses Paid \_\_\_\_\_
- Current Outstanding Prescription Eyeware Debt \_\_\_\_\_
- 2025 Prescription Eyeware Premiums \_\_\_\_\_

## Section 16: Alimony and Child Support Expenses

This section asks you to list information about alimony and child support expenses paid by your household to others. Do not include alimony and child support amounts RECEIVED by your household (these amounts should be listed in Section 5- Other Monthly Income).

- 2025 Child Support Paid to Others: \_\_\_\_\_
- 2026 Estimated Child Support to be paid to Others: \_\_\_\_\_
- 2025 Alimony Paid to Others: \_\_\_\_\_
- 2026 Alimony to be paid to Others: \_\_\_\_\_

## Section 17: Day Care and Elderly/Disabled Care Expenses

This section asks you to list day care expenses paid in 2025 and estimated to be paid in 2026. Daycare expenses include any amounts paid to cover child care during the work day (including summer day camps). Do not include specialty/overnight day care expenses here or babysitting expenses on evenings or weekends, unless they are covering your work hours. Do not include tuition

costs for private or independent schools, as we will ask for this information in Sections 22-24. This section separately asks you to list any expenses paid for the care of elderly or disabled persons.

- 2025 Child Care Expenses: \_\_\_\_\_
- 2026 Estimated Child Care Expenses: \_\_\_\_\_
- 2025 Elderly/Disabled Care Expenses: \_\_\_\_\_
- 2026 Elderly/Disabled Care Expenses: \_\_\_\_\_

## Section 18: Charitable Giving

If you made tax deductible donations to non-profit organizations in 2025, list the three organizations you donated the most to and the amount of each of those donations

- Charity #1 Name: \_\_\_\_\_
- Charity #1- Household Contribution in 2025: \_\_\_\_\_
- Charity #2 Name: \_\_\_\_\_
- Charity #2 – Household Contribution in 2025: \_\_\_\_\_
- Charity #3 Name: \_\_\_\_\_
- Charity #3 – Household Contribution in 2025: \_\_\_\_\_

## Section 19: Miscellaneous Debt

In this section, you will be asked to list debt amounts for items that you have not already listed. Please list the total outstanding dollar amount for each item. Do not include medical debt, vehicle debt, home loans, or home equity loans/second mortgages, as these were listed in previous sections. If you have more than one debt/outstanding loan for each item, add all balances together and enter the total amount. Documentation of any debt listed may be required after submission of your application

- Current Outstanding Credit Card Debt: \_\_\_\_\_
- Current Outstanding Loan Company Debt: \_\_\_\_\_
- Current Outstanding Loans/Debt to Friends or Family:  
\_\_\_\_\_
- Current Outstanding Educational Debt for Parent(s)/Guardian(s): \_\_\_\_\_
- Current Outstanding Educational Debt for Dependent(s) in the household (if debt was taken out by parent(s)/guardian(s)): \_\_\_\_\_
- Other Current Outstanding Debt (not already listed):  
\_\_\_\_\_

## Section 21: Contributions to Education (2026-27)

Enter the amount you can realistically contribute from the following sources toward private/independent education tuition for all children in your household. This should include contributions for all children applying for financial aid and any attending other private schools or colleges in your household.

- How much (in your opinion) can the heads of household contribute towards the tuitions for *all dependents* in this household for the 2026-27 school year?: \_\_\_\_\_
- How much is a non-custodial parent ordered by law to pay for all dependents in this household for the 2026-27 school year?: \_\_\_\_\_

- Provide the amount that you will receive in support for tuition from other sources (grandparents, outside scholarships) for the 2026-27 school year:

\_\_\_\_\_

## Section 22: Tuition Charging Schools

In this section you want to list any tuition charging schools that ANY of your dependents will be attending for the next school year.

The school you selected at the beginning of the application is already listed here. In this section, you will want to add any other schools that any children in your household are attending, as well as any colleges or other private schools that any dependent(s) in your household will be attending for the upcoming school year. Click “Add Additional School” to add another school.

If your additional dependents are attending public school or not attending any school, you do not need to list any additional schools here.

## Section 23: Dependents in the Household

In this section, please list any dependent (excluding parent(s)/guardian(s)) that you can claim on your 1040 tax form as a dependent. Any child living in your household for six months or more per year and under 18 qualifies as a dependent. If you are a non-custodial parent, all children applying for financial aid should be listed as dependents, even if not living in your household and not on your taxes. Do not list Parents/Guardians in this section.

Dependent #1 Name: \_\_\_\_\_

- Dependent #1- Earnings (if employed): \_\_\_\_\_
- Dependent #1- Current Savings: \_\_\_\_\_
- Dependent #1- Amount Dependent can contribute to education from 529 Savings Plan for the 2026-27 year: \_\_\_\_\_
- Dependent #1- Educational Expenses for Bus, Books, Uniforms and Additional Fees: \_\_\_\_\_

Dependent #2 Name: \_\_\_\_\_

- Dependent #2- Earnings (if employed): \_\_\_\_\_
- Dependent #2- Current Savings: \_\_\_\_\_
- Dependent #2- Amount Dependent can contribute to education from 529 Savings Plan for the 2026-27 year: \_\_\_\_\_
- Dependent #2- Educational Expenses for Bus, Books, Uniforms and Additional Fees: \_\_\_\_\_

Dependent #3 Name: \_\_\_\_\_

- Dependent #3- Earnings (if employed): \_\_\_\_\_
- Dependent #3- Current Savings: \_\_\_\_\_
- Dependent #3- Amount Dependent can contribute to education from 529 Savings Plan for the 2026-27 year: \_\_\_\_\_
- Dependent #3- Educational Expenses for Bus, Books, Uniforms and Additional Fees: \_\_\_\_\_

Dependent #4 Name: \_\_\_\_\_

- Dependent #4- Earnings (if employed): \_\_\_\_\_
- Dependent #4- Current Savings: \_\_\_\_\_
- Dependent #4- Amount Dependent can contribute to education from 529 Savings Plan for the 2026-27 year: \_\_\_\_\_
- Dependent #4- Educational Expenses for Bus, Books, Uniforms and Additional Fees:  
\_\_\_\_\_

Dependent #5 Name: \_\_\_\_\_

- Dependent #5- Earnings (if employed): \_\_\_\_\_
- Dependent #5- Current Savings: \_\_\_\_\_
- Dependent #5- Amount Dependent can contribute to education from 529 Savings Plan for the 2026-27 year: \_\_\_\_\_
- Dependent #5- Educational Expenses for Bus, Books, Uniforms and Additional Fees:  
\_\_\_\_\_

## Section 24: School Selection and Review

This section will require you to “match” the schools you added in section 22 with the dependents you listed in section 23. Each school added must have at least one dependent applying. You must also match every dependent to either a school, public school/home school, or not attending any school.

## Section 25-26: Supplemental Questions and Review

If the school you are applying for has any supplemental questions, you will be asked to answer those questions in the next section.

### Household Questions

You may have supplemental questions to complete for the entire household. Responses may generate additional questions.

### Student Questions

You may have supplemental questions to complete for the entire household. Responses may generate additional questions.

### Review

The last page of the application will review your completed information. If you have completed each section of the application, you will have a green checkmark after each section. If you need to navigate back to any section within the application, you will see a red arrow. Please click on the respective section to review or update the information listed. Upon completing this review, you will be taken to a page to pay for your application and submit the application to the school.

## Receive Reference Number and Submit Documentation

Once the application is completed, you will receive a 7-digit reference number confirming your submission. You will also receive a list of required documentation that must be submitted to TADS in order to complete your application process. Navigate to the “Required Documents” tab on the left side of your TADS account to upload documents.

Please note you will only see document requirements after fully submitting the online application and receiving a reference number.

## How Do I Submit the Required Documents?

1. Complete your application at [secure.tads.com](https://secure.tads.com)
2. Upon completing your application, you will receive a seven-digit reference number which will confirm the submission of your online application
3. Make sure the document you would like to submit is saved as a document to the computer or device you're using
4. Navigate to the Required Documents tab on the left side of your screen when logged into your account on [secure.tads.com](https://secure.tads.com)
5. Any documents that are required for you to submit will be listed on the following page as required
6. Click "Upload Document" next to the document you would like to upload
7. On the next page, click "Choose File"
8. A pop-up will appear on your screen asking you to locate the document on your computer. You will be asked if the file requires a password to open and will be prompted to enter password, if applicable
9. Click the green Upload button and look for the confirmation banner

## What Happens After I Submit Documentation to TADS?

Upon submitting documentation, the TADS Financial Aid Support Team will review applications to ensure that the required documentation for each application has been submitted and will contact you regarding any missing documentation and/or discrepancies on the application against the documentation submitted.

## Questions?

Please contact TADS Family Support at [tads-support@venturedsolutions.com](mailto:tads-support@venturedsolutions.com).

Please note that this is a worksheet to help prepare you to fill out the TADS Financial Aid application and will not be accepted by TADS as an application. **Do not send this form to TADS or your school.** When you are ready to complete an online application, go to [secure.tads.com](https://secure.tads.com) to create an account. Once logged in, click "I would like to apply for financial aid" to start your application.