

Applying for Tuition Assistance

for the 2020-2021 academic year

Park School partners with School and Student Services (SSS) in our tuition assistance process. To begin your tuition assistance application, you will complete the SSS Parents' Financial Statement (PFS) then submit the required documents for Park 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 SSS resources to help families with the tuition assistance process. They are found at <http://www.solutionsbysss.com/parents>.

Park School will communicate our tuition assistance decision to you. To make our decision, we use the information from the PFS as a starting point while considering our school policies, practices, and available budget.



How to complete your Parents' Financial Statement (PFS) online

- Beginning October 2, 2019, go to the SSS Family Portal at <https://sss.secure.force.com/familyportal>.
- Create your Family Portal account with your email address and a password. If you applied for tuition assistance last year, log into the Family Portal as a Returning Family using your same email address and password.
- Complete a PFS for Academic Year 2020-21. 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 \$51 fee is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- **After you pay for and submit your PFS, access to "My Documents" activates 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.
- Return to your Family Portal account and confirm you are on the Academic Year 2020-21 Dashboard.
- Open "My Documents" from the 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 "My Documents" and send it with your documents to the address it provides at least 10 days before the deadlines.



Key information you need to know about our school as you complete the 2020-21 PFS

Our school's full name: The Park School of Baltimore Our SSS Code: 5668

Contact information for our financial aid office: Office of Enrollment Mgmt. & Tuition Assistance 410-339-4130 or 410-339-4132

Deadline for completing the PFS and required documents (see below): December 1, 2019

Documents we require you to submit with your PFS (if already on file, returning families do not need to re-submit items marked*):

Tax Year 2018:

- 1040 with all schedules and worksheets*
- State Income Tax Return(s)
- W2 Form(s) and/or 1099 Form(s)*

Additional Requirements:

- Two recent pay stubs from current employer
- Park School Letter of Understanding/Supplemental Form

NOTE: All families that receive a tuition assistance offer for the 2020-2021 academic year must also submit the following by April 1, 2020:

- 2019 1040 with all schedules and worksheets
- 2019 State Income Tax Returns
- 2019 W2 Form(s) and/or 1099 Form(s)

Need help with submitting your PFS or required documents?

Contact SSS Parent Support at (800) 344-8328 or sss@communitybrands.com.