

Applying for financial aid

for the 2021-2022 academic year

We partner 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 our school as 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>.

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

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

- **Beginning October 2, 2020**, 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 financial assistance/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 2021-22. 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 **\$55 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 Once your PFS is submitted, it cannot be withdrawn from the SSS system.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.
- Additional instructions, resources, and guidance can also be found on the Park School website at <https://www.parkschool.net/admission/affording-park/tuition-assistance/>

How to submit your required documents online

- Prepare your document files for uploading. Make sure the documents are on your computer. Each specific form should be 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 2021-22 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 deadline

Key information you need to know about our school as you complete the 2021-22 PFS:

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

Contact information for our financial aid office: p: 410-339-4132 / e: tuitionassistance@parkschool.net / f: 410-339-4132

Deadline for completing the PFS and required documents (see below): December 1, 2020

Documents required with your initial PFS (if already on file, returning families no not need to re-submit items marked):

Tax Year 2019:

- 1040 with all schedules and worksheets*
- State Income Tax Returns
- W2 Form and/or 1099 Form

Additional Requirements:

- Two 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, 2021:

- 2020 1040 with all schedules and worksheets*
- 2020 State Income Tax Returns
- 2020 W2 Form and/or 1099 Form

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

Need help with your PFS or required documents?

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