



MARY INSTITUTE AND SAINT LOUIS COUNTRY DAY SCHOOL

Applying for Tuition Assistance

MICDS partners with School and Student Services (SSS) in our tuition assistance process. To begin your application, you will complete the SSS Parents' Financial Statement (PFS) then submit your required tax documents.

The Parents' Financial Statement (PFS) is a comprehensive application and will take some time to complete. Give yourself the time you need by not waiting until our deadline approaches. You will need your 2018 tax return before beginning the PFS. SSS offers multiple resources to help families with the financial aid process. They are found at

<https://www.solutionsbysss.com/parents>

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

- ♦ Beginning October 2, 2019, visit the SSS Family Portal at:

<https://sss.secure.force.com/familyportal>

- ♦ Create your Family Portal account with your email address and a password.

Mary Institute and Saint Louis Country Day School
School Code: 4906

- ♦ Complete a PFS for **Academic Year 2020-21**. You can log out of the portal at any time and return later to finish it.
- ♦ Once all PFS sections are complete with green checks, the "Submit & Pay" button activates. Follow the prompts to the payment screen. The fee of \$51 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 Once your PFS is submitted, it cannot be withdrawn from the SSS system.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 for you to upload the required documents – your 2018 Federal tax return and all 2018 W-2 statements.

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) PDF file for the 1040 with all schedules and worksheets b) each W2 saved as its own file.
- ♦ 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.
- ♦ 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

Need help with submitting your PFS or required documents?

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