

MICDS

MARY INSTITUTE AND SAINT LOUIS COUNTRY DAY SCHOOL

APPLYING FOR TUITION ASSISTANCE

MICDS partners with School and Student Services (SSS) in our need-based tuition assistance application process. This process is separate and distinct from the admission application process. The tuition assistance application includes the SSS Parents' Financial Statement (PFS) and submission of required tax documents. The Parents' Financial Statement (PFS) is a comprehensive application and will take some time to complete. **Applications for tuition assistance with all required documents are due at the same time as the admission application.** Give yourself the time you need by not waiting until our deadline approaches. You will need your 2020 and 2021 Federal tax filing before beginning the PFS.

STEP 1

COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

- Beginning Oct 3, 2022, visit the SSS Family Portal at: <https://sssandtadsfa.force.com/familyportal>
- Create your Family Portal account with your email address and a password.
- Complete a PFS for Academic Year 2023-24. You can log out of the portal at any time and return later to finish it.
- Once all PFS steps are complete, the "Submit & Pay" button activates. Follow the prompts to the payment screen. The fee of \$60 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, the "upload documents" tab activates. Upload all the required documents (see step 2) before the application deadline for first round consideration.

STEP 2

SUBMIT YOUR REQUIRED DOCUMENTS ONLINE

- Prepare your document files for uploading in PDF or JPG formats. Make sure the documents are on your computer and each specific form is saved as a separate file. Remove all passwords.
- Return to your Family Portal account and confirm you are on the Academic Year 2023-24 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.

Required Documents in Step 2:

- 2020 and 2021 Federal Tax Filing with all schedules.**
Self-Employed Parents: Include all related business forms with your 1040 (i.e., Schedule C, Schedule E, 1120, 1065, K-1).
- 2020 and 2021 W2 Statements to support all income reported on line 1 of the 1040.**

Key Information as you complete the 2023-2024 application:

MICDS

Associate Director of Admission - Tuition Assistance:
Ciera Field, (314) 995-7405, cfield@micds.org

PFS School Code: 4906

SSS

Resources: <https://www.solutionsbysss.com/parents>
Parent Support: (800) 344-8328
sss@communitybrands.com