



# Applying for financial aid

at **St. Mary's Prep**  
for the **2023-2024**  
academic year.

We partner with School and Student Services (SSS) in our financial aid process. To begin your financial aid application, you will complete the SSS Parents' Financial Statement (PFS).

The Parents' Financial Statement (PFS) is the cornerstone of our financial aid application process. By submitting a PFS, you're granting SSS permission to analyze your financial information. Using their unique methodology, they estimate the amount you can contribute to school expenses and forward that estimate to the appropriate schools. It's one form, for one fee, for any number of applicant children, for any number of schools.



Find the Parents' Financial Statement online via the SSS Family Portal:

<https://sssandtadsfa.force.com/familyportal>



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

Beginning **November 1, 2022**, visit the Family Portal at <https://sssandtadsfa.force.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 as a Returning Family using the same email address and 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 sections are complete with green check marks, the "Submit & Pay" button activates. Follow the prompts to the payment screen. The \$55 fee is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.



## Required Documents

**St. Mary's Prep does not require any tax or additional documents be uploaded to the financial aid system. If additional information is needed, the school will contact you about this.**

## Financial Aid Decisions

St. Mary's Prep will communicate award decisions directly with you.



## Plan ahead and know your deadlines

The PFS is a comprehensive application that will take some time to complete. Give yourself the time you need by not waiting until the deadline approaches. It's important to note the difference between the deadlines for admission and financial aid applications.

If you do not have your 2022 tax return, complete the PFS using your most recent tax return.



## Tips for completing your financial aid application

### **Complete only one PFS per household**

You can apply for aid to any number of schools for any number of children using just one PFS for the same flat fee. Know your deadlines for submission.

### **Use your legal name**

Make sure your name on your Parents' Financial Statement (PFS) appears exactly the way your name appears on your tax documents.

### **Enter whole numbers**

When entering numbers, do not enter decimals or cents — simply round to the nearest whole number. All monetary values must be in US dollars.

### **Separate salary from profit**

If you are a business or farm owner, you will be asked about your salary in the Family Income section. Enter only the amount you actually draw as salary as reported on your W2. You will provide information about profit/loss elsewhere in the PFS.

### **Estimate your taxes**

We realize most tax forms are not available until late January. If you don't have your current year's taxes available, it's okay to estimate your answers based on your prior year's tax return.

### **Tell your story**

Offer explanations when requested, so your story or situation is clear and understandable to those reviewing your application.

### **Calculate debt and unusual expenses**

When asked to report your credit card debt, enter your total outstanding balances and use the Notes section to specify the types of purchases you used these cards for. When asked to total your "unusual expenses," you'll find a list of the types of expenses you should and should not include.

### **Be honest**

Take time to carefully consider how much you think you can pay towards tuition on your own. Make a budget of income and expenses to see how much you can include for school costs.

### **Need help with your PFS or required documents?**

Contact SSS Parent Support at (800) 344-8328 or [sssandtadsfa@communitybrands.com](mailto:sssandtadsfa@communitybrands.com).