

Whittle School & Studios partners 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 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 returns before beginning the PFS. We also recommend that you review the wide range of materials that SSS has put together to help families with the financial aid process. They are found at [solutionsbysss.com/parents](https://solutionsbysss.com/parents).

**We will communicate our financial aid decision to you.** To make our decision, we use the information from the PFS as a starting point and consider our school policies, practices, and available budget.

### STEP 1 - HOW TO COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

- 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 aid last year, login to the Family Portal as a Returning Family using the same email address and password.
- Complete a PFS for Academic Year 2019-20. 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 Once your PFS is submitted, it cannot be withdrawn from the SSS system.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, you have access to the Family Portal's "My Documents" tab to upload required documents by their deadlines as part of your application process.

#### Need help completing the PFS?

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

### STEP 2 - HOW TO SUBMIT REQUIRED DOCUMENTS ONLINE

- Prepare your documents to be uploaded. Make sure the documents are on your computer and each specific form is saved as a separate file. Remove any security or password protection from your document files.
- Return to the Family Portal and log into your account.
- Select the Academic Year 2019-20 button.
- Open the "My Documents" tab on the Dashboard.
- On "My Documents," use the Upload button or hyperlink associated with the specific document name in the "Required Documents" section. Clicking the Upload button or hyperlink leads you through the steps to locate, select, and confirm your file to upload.
- Click "Submit" to complete your file upload. After you do, 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 the "My Documents" tab and send it with your documents to the address provided at least 10 days before their deadline.

### KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE 2019-20 PFS:

Our school's full name: **Whittle School & Studios**

Our school's SSS code: **200008**

Contact information for our financial aid office: [financialassistance@whittleschool.org](mailto:financialassistance@whittleschool.org)

Deadline for completing the PFS and uploading all required documents: **February 15, 2019**

Documents we require you to submit (with your PFS):

**1040 with all schedules and worksheets\***

**W2 Form**

Required Tax Years:  2017  2016

Required Tax Years:  2017  2016

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

Other: **Please be sure to include details if you are noting a single income household.** (Second parent taking care of child(ren), elderly parent, etc.)

Other: **Please submit the Whittle School & Studios Non-Custodial Parent Financial Assistance Form if you are engaging the process as a solo parent.**