

# HOW TO APPLY FOR FINANCIAL AID 23-24 ACADEMIC YEAR



## NEW APPLICANTS, supply THREE parts:

1. The Susquehanna Waldorf School Financial Aid **Request Form** (download from our website).
2. The School and Student Services (SSS) **Parents' Financial Statement (PFS)** (instructions below).
3. **2022 W2s and tax return.** If you don't have your 2022 yet, submit your W2s now and your 2022 return by **May 1st, 2023.**

## CONTINUING ENROLLMENT APPLICANTS, supply TWO parts:

1. The Susquehanna Waldorf School **Financial Aid Request Form** (download from our website).
2. **2022 W2s and tax return.** If you don't have your 2022 yet, submit your W2s now and your 2022 return by **May 1st, 2023.**

## DEADLINES

**NEW** applications are processed on a rolling basis according to the time the student enrollment application is made. Financial aid awards are stated in an email which will include the Tuition Worksheet. Upon acceptance of the award, the applicant will receive log-in credentials to the Parent Portal to sign their Enrollment Agreement.

**CONTINUING Families:** Documents are due by **WEDNESDAY, MARCH 1st, 2023.**

- You will receive an email prompt to log in to sign your contract.
- Financial aid awards are stated in the Enrollment Contract Tuition Worksheet on the Parent Portal.

## HOW TO COMPLETE THE SWS FINANCIAL AID REQUEST FORM

- Download the request form from our website, complete and deliver (paper or email) to the Business Office.
- **EMAIL\*\*** your 2022 tax return and W2(s) to: [deborah.duke@susquehanna.org](mailto:deborah.duke@susquehanna.org).

**\*\*DO NOT SUBMIT PAPER COPIES. ONLY DIGITAL COPIES WILL BE ACCEPTED.**

## HOW TO COMPLETE THE SCHOOL + STUDENT SERVICES PARENTS' FINANCIAL STATEMENT (PFS)

**New applicants only** - School and Student Services (SSS) is our 3rd party partner in our financial aid process. The PFS is a multipage comprehensive application. It will take some time to complete it and you will need information from your 2022 tax return (or 2021 if 2022 is not yet ready). We recommend that you review the materials offered on the SSS portal (link below) to help families with the aid process.

- Visit the [SSS Family Portal](#).
- 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 any time and return later to finish it.
- **Upload all supporting documents directly to SSS.** Including: 1040, 1040A or 1040EZ • 2021 W2 • Schedule C • 1099 Form • Most Recent Pay Stub
- When all PFS sections are complete with green checks, the "Submit & Pay" button activates. Follow the prompts to the payment screen. The fee of \$55 is nonrefundable and required in order to submit your PFS.
- Please use your 2022 tax return for the PFS.
- Our school's full name and Code for SSS App (if indicated): **Susquehanna Waldorf School, Code 7578**

**For more information or help with this process, please contact Deborah Duke, Business Manager**  
[deborah.duke@susquehanna.org](mailto:deborah.duke@susquehanna.org)