

# HOW TO APPLY FOR FINANCIAL AID 24-25 ACADEMIC YEAR



## NEW APPLICANTS, 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. **2023 W2s and tax return**. If you don't have your 2023 yet, submit your W2s now and your 2023 return by May 1st, 2024.

## CONTINUING ENROLLMENT APPLICANTS, TWO parts:

1. The Susquehanna Waldorf School **Financial Aid Request Form** (download from our website).
2. **2023 W2s and tax return**. If you don't have your 2023 yet, submit your W2s now and your 2023 return by May 1st, 2024.

## TIMELINE

**NEW** applications are processed on a rolling basis according to the time the student enrollment application is made.

**CONTINUING ENROLLMENT Families:** All application documents are due by **MONDAY, FEBRUARY 26, 2024**.

Requests and applications are processed in rounds, the cycle for no less than two weeks and no more than four weeks. Financial aid awards are stated in the **Tuition Worksheet** page of your enrollment contract, located on the **SWS Parent Portal**. You will receive an email prompt to log in to the **SWS Parent Portal** to sign your contract.

## 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 application documents to: [deborah.duke@susquehanna.org](mailto:deborah.duke@susquehanna.org). (**NOTE: be sure to redact your social security number(s) from your tax return.**)

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

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 2023 tax return (or 2022 if 2023 is not yet ready). We recommend 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 **2024-25**. You can log out of the portal at any time and return later to finish it.
- **Upload all supporting documents directly to SSS**. Including: 1040, 1040A or 1040EZ • 2023 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 \$60 is nonrefundable and required to submit your PFS.
- Please use your 2023 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)**