



## 2018-2019 Financial Assistance Information Packet



### How to apply for financial assistance

#### CRITERIA FOR AWARDING FINANCIAL ASSISTANCE

SDFAS offers tuition assistance to qualified applicants based entirely on demonstrated financial need. SDFAS subscribes to the National Association of Independent Schools' School and Student Service for Financial Aid (SSS) service. SSS is a service used by independent schools across the country to assist them with the financial aid process. As part of the financial aid application, SSS requires parents to complete a Parents' Financial Statement (PFS) annually.

Please complete the financial aid application and submit the requested documents by the deadlines indicated below:

Online financial assistance applications and related assistance instructions can be found at the School and Student Services (SSS) website (<https://sssbynais.force/familyportal/familylogin>).

#### APPLICATION PROCESS:

Starting Wednesday, January 3<sup>rd</sup>, 2018, online financial assistance applications and related instructions can be found at: <https://sss.secure.force.com/familyportal>

**This must be completed by February 2<sup>nd</sup>, 2018 for current SDFAS students currently receiving financial assistance AND prospective students applying to SDFAS.**

#### Part I:

- From the SSS website, create a Parents' Financial Statement (PFS) account with your email address and a password if you are a new user.
- If you applied for financial aid last year, simply log in to the PFS as a returning family, using the email address and password you set up last year.
- Begin a PFS for Academic Year 2018-2019. Download the PFS Online Workbook and refer to on screen help for guidance along the way. You can log out of the PFS at any time, then return later to complete it.
- After you have clicked submit, you will be brought to a payment screen. The fee of \$49 is non-refundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- In a divorce or separated family, a separate PFS must be submitted for each parent.
- If you have any questions, when completing the PFS, you may contact SSS customer service at 800-344-8328 or Catherine Olive, Director of Enrollment Management at SDFAS at 858-456-2807 X 306 or [admissions@sdfrenchschool.org](mailto:admissions@sdfrenchschool.org)

## Part II:

In addition to completing the online application, all applicants (new and returning) must submit the following information to SSS no later than February 2<sup>nd</sup>, 2018 when applying for financial assistance.

- A signed copy of your family's 2017 federal income tax return (1040), including all supporting schedules and forms.
- A copy of your 2017 W-2s and/or 1099s, relevant corporate tax forms and/or K1 forms (if applicable)
- A personal and financial motivation letter explaining your need for financial assistance.

You may electronically upload these documents to SSS under the "Manage Documents" section of your PFS application or email the documents directly to Catherine Olive at [admissions@sdfrenchscool.org](mailto:admissions@sdfrenchscool.org)

Please be sure to list SDFAS as a recipient of the Report of Family Contribution (RFC).  
Our **School Code is 1698**.

## Part III:

**Additionally, the following must be submitted to SSS by April 17<sup>th</sup>, 2018:**

- A signed copy of your 2017 federal income tax return, including all supporting schedules and forms.
- A copy of your 2017 W-2s and/or 1099s, relevant corporate tax forms and/or K1 forms (if applicable)

### **Important information:**

- The school reserves the right to ask for additional forms to complete the application review process.
- All financial assistance awards made prior to receiving the 2017 tax return or other required information are contingent upon receipt, review and acceptance by the school of all necessary documentation in order to make a final award.
- Financial assistance applications from returning students will not be considered without receipt of the student's enrollment agreement.
- Financial assistance applications from new applicants to SDFAS will not be considered without receipt of the new student's application for admission.
- In the case of divorced or separated parents, regardless of which parent is responsible for the tuition, both natural parents must submit Parents' Financial Statements (PFS) to the School and Student Service (SSS).
- Incomplete files will not be considered for financial assistance.
- It should be understood that lifestyle choices that result in increased expenses or decreased income cannot be underwritten by the financial aid program at SDFAS.

**Financial assistance will not be considered if the family is not in good financial standing with SDFAS.**

**The deadline to submit requested documents to SDFAS is February 2<sup>nd</sup>, 2018.**

**Submit your motivation letter to:**

**SDFAS – Catherine Olive - Director of Enrollment Management**

**6550 Soledad Mountain Road, La Jolla, CA 92037**

**[admissions@sdfrenchscool.org](mailto:admissions@sdfrenchscool.org)**

*If you have any questions regarding applying for financial aid, please contact:  
Catherine Olive - Director of Enrollment and Financial Aid at: [admissions@sdfrenchschool.org](mailto:admissions@sdfrenchschool.org) or  
858-456-2807 Ext 306*

***Non-discrimination policy:*** *The San Diego French American School, admits students of any race, color, religion, gender, sexual orientation, ancestry, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, disability, religion, gender, sexual orientation, ancestry, or national and ethnic origin in administration of its educational policies, admissions policies, financial access programs, or athletic and other school-administered programs.*

