

# Tuition Assistance Process

2020-21 SCHOOL YEAR

## APPLYING FOR TUITION ASSISTANCE

MICDS partners with School and Student Services (SSS) in our tuition assistance application process. This process is separate and distinct from the admission application process. The tuition assistance application includes the SSS Parents' Financial Statement (PFS) and submission of required tax documents. The Parents' Financial Statement (PFS) is a comprehensive application and will take some time to complete. Give yourself the time you need by not waiting until our deadline approaches. You will need your 2019 Federal tax filing before beginning the PFS.

### TUITION ASSISTANCE APPLICATION DEADLINES

*For consideration in the first-round admission decisions.*

|                  |                   |
|------------------|-------------------|
| New 9th Grade    | December 11, 2020 |
| JK - FEAO        | December 18, 2020 |
| All other grades | February 1, 2021  |

### STEP 1: COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

- Beginning October 2, 2020, visit the SSS Family Portal at: <https://sss/secure.force.com/familyportal>
- Create your Family Portal account with your email address and a password.

**MICDS School Code: 4906**

- Complete a PFS for **Academic Year 2021-22**. 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 \$55 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, access to "My Documents" activates for you to upload the required documents in Step 2 – your 2019 Federal tax filing and all 2019 W-2/1099 statements.

### STEP 2: SUBMIT YOUR REQUIRED DOCUMENTS ONLINE

- Prepare your document files for uploading in PDF or JPG formats. Make sure the documents are on your computer and each specific form is saved as a separate file. Remove all passwords.
- Return to your Family Portal account and confirm you are on the Academic Year 2021-22 Dashboard.
- Open "My Documents" from the Dashboard.
- In the "Required Documents" section, use the "Upload" button or link associated with the specific document type. Follow prompts to locate, select, and confirm the file to upload.
- Click the Submit button to complete your upload. The date will appear in the "Date Uploaded" column within minutes of the upload. Repeat this process until all required documents are submitted.
- Mailing in Documents: If you prefer to submit required documents by mail, you must print your Cover Sheet from "My Documents" and send it with your documents to the address it provides at least 10 days before the deadline.

**For More Information Contact Kathy Fagin Director of Financial Aid at [kfagin@micds.org](mailto:kfagin@micds.org) or 314-995-7405**

Resources regarding the financial aid process can be found at <https://www.solutionsbysss.com/parents>. For assistance with the SSS application contact Parent Support at (800) 344-8328 or [sss@communitybrands.com](mailto:sss@communitybrands.com)

**MICDS**

MARY INSTITUTE AND SAINT LOUIS COUNTRY DAY SCHOOL

[micds.org](http://micds.org)