

Applying for financial aid

for the 2022-23 academic year

We partner 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) then submit the required documents for our school indicated below.

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 return before beginning the PFS. We also recommend reviewing SSS resources to help families with the financial aid process. They are found at <http://www.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.



How to complete your Parents' Financial Statement (PFS) online

- Beginning October 1, 2021, go to the Family Portal at <https://sssandtadsfa.force.com/familyportal>.
- Create your Family Portal account with your email address and a password. If you applied for financial aid last year, log into the Family Portal as a Returning Family using your same email address and password.
- Complete a PFS for Academic Year 2022-23. You can log out at any time and return later to finish it.
- When all PFS sections are complete with green checks, the Submit & Pay button activates. Follow prompts to the payment screen. The \$55 fee is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, the next step will require you to upload required documents by their deadlines as part of your application process.



How to submit your required documents online

- Prepare your document files for uploading. Make sure the documents are on your computer and each specific form is saved as a separate file. Examples: a) 1 PDF file for the 1040 with all schedules and worksheets included, b) each W2 saved as its own file. Remove any security or password protection from your files.
- Return to your Family Portal account and confirm you are on the Academic Year 2022-23 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 by their deadlines.



Key information you need to know about our school as you complete the 2022-23 PFS

Our school's full name: **Providence High School** Our partner code: **5184**

Contact information for our financial aid office: **Vickie Bagwell, Financial Assistance Coordinator 818 846-8141, ext. 14903** or Vickie.Bagwell@providencehigh.org

Deadline for completing the PFS: **February 1, 2022** Due date for submitting additional documents (see below): **February 1, 2022**

Documents we require you to submit with your PFS:

____ **2021 W2 Form** ____ **2021 1040** with all schedules and worksheets* ____ **2020 1040** (if 2021 is not yet available)

____ **Schedule C** ____ **1099 Form** Other: **Providence High School Application for Financial Aid**

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

Need help with your PFS or required documents?

Contact Family Support at (800) 344-8328 or sssandtadsfa@communitybrands.com.

Providence High School

Financial Assistance FAQ's

Will I qualify for financial assistance?

PHS recognizes that each family's situation is unique. Every family situation is reviewed carefully, and an individual decision is made based on all available information. It is difficult to offer general guidelines by which you can determine your own eligibility.

What factors are considered when awarding financial assistance?

All of PHS's awards are based on demonstrated need. Although family income level is an important consideration, many other factors enter into the decision making process including number of children in the family, number of children attending schools which charge tuition, other family dependents, unusual circumstances, extraordinary expenses, etc.

What if I am separated or divorced?

It is the school's policy to require both parents to complete a separate PFS. While recognizing that divorce can create challenging situations, it is expected that both parents share the responsibility of providing for their child's education. It is the responsibility of the custodial parent to ask the non-custodial parent to furnish a separate PFS form along with their tax returns and W-2's.

Do I need to reapply for financial assistance each year?

Yes. Applications for aid must be submitted for each school year and are evaluated based on the information at that time.

Will my application for financial assistance affect my child's chances for admission?

No. Admissions decisions are made without regard to a family's financial circumstances.

If financial assistance is awarded, are there any additional requirements that must be met?

Yes, students are expected to maintain a 2.0 GPA, satisfy all Christian Service Hours requirements, and remain in acceptable behavioral standing. Parents must maintain a current tuition and fee account and satisfy all the requirements for Parent Service Hours (and not be billed for them).

Who reviews the applications for financial assistance? Who makes the final decisions? Is the process confidential?

Applications for financial assistance are reviewed by the Financial Assistance Committee. The committee maintains strict confidentiality over the financial assistance files. Teachers and/or students are not informed of financial assistance decisions. **Parents are expected to keep their financial assistance awards confidential and not discuss them with other families or teachers.**

Notice of Nondiscriminatory Policy

Mindful of our mission to be expressions of God's healing love, we admit and serve students of any race, color, gender, gender expression, religion, sexual orientation, and national or ethnic origin with all the rights, privileges, programs, and activities generally accorded or made available to students at the school

Providence High School (#5184)
APPLICATION FOR FINANCIAL AID
2022 – 2023 School Year



**PROVIDENCE
HIGH SCHOOL**

Grade in 2022 - 2023 _____

Student Last Name	First Name	Middle Name	Date of Birth
<hr/>			
Parent/Legal Guardian Name			
<hr/>			
Parent/Legal Guardian Name			
<hr/>			
Home Address	City	St/Zip	
<hr/>			
Parent Telephone	Parent Cell Phone	Parent email	
<hr/>			

Ethnicity*

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> African American | <input type="checkbox"/> Latino/Hispanic | <input type="checkbox"/> Asian American | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Middle Eastern American | <input type="checkbox"/> Multiracial | <input type="checkbox"/> Caucasian | <input type="checkbox"/> Pacific Islander |

Special Circumstances:

Please describe any other information or special circumstances the Financial Assistance Committee should consider.

List any financial assistance, merit awards, scholarships, or funds already committed to your daughter/son for the year for which this application is being filed

Has the Parent/Legal Guardian/Grandparent been determined to be benefits eligible at any Providence St. Joseph Health & Services Location? If so, please provide the employee's name, id#, and facility

If you have other daughters/sons attending PHS, please list them below

Name _____ Student ID _____

Name _____ Student ID _____

ALL FINANCIAL ASSISTANCE APPLICANTS MUST READ AND SIGN THE FOLLOWING:

I hereby certify that to the best of my knowledge all information furnished in this application is correct and complete. I agree:

1. To notify the Financial Assistance Office in writing and within 15 days of any change in financial circumstances that involves or will involve the receipt of \$5,000 or more income than projected in the Parents' Financial Statement whether from employment or any other source.
2. To provide, if requested, any other official documentation necessary to verify the information provided in this application or the Parents' Financial Statement.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

*Ethnicity information is for statistical purposes only, and has no bearing in the financial assistance award process.

Important: In addition to this form, a Parents' Financial Statement (PFS) must also be completed in order to be considered for financial assistance. The Parents' Financial Statement (PFS) can be found by going online to [Family Portal Login \(force.com\)](https://familyportal.force.com) and look for the PFS online.

UPLOAD THIS FORM TO SSS

<p>Your 2021 federal tax return, including all applicable schedules, and your 2021 W2 and all Forms 1099/1099R must be uploaded with your PFS to the sss.nais.org website. (2020 is acceptable until 2021 is completed)</p>
