

FINANCIAL AID



MIDDLE WAY
SCHOOL

APPLYING FOR FINANCIAL AID MWS 2020-2021 ACADEMIC YEAR

The Middle Way School considers more than just the numbers when we look at your financial aid request. We do depend on the input of our partners, School and Student Services (SSS), who process financial aid applications. Step one of the financial aid process is to write a letter addressed to the MWS Board of Trustees indicating the amount you feel you can pay and any additional explanation for your circumstances that might help us understand your needs. This can be submitted in person to our office or emailed to **contact@middelwayschool.org**.

Step two is to complete SSS's Parent Financial Statement (PFS). The PFS is a comprehensive application that will take some time to complete. Please give yourself ample time. You'll need your most recent tax return to begin the PFS. We also recommend that you review the wide range of materials that SSS has put together to help families with the financial aid process. They can be found at sssbynais.org/parents.

Our financial aid review committee meets monthly to review financial aid applications. To make our decision, we use your letter as a starting point, backed up by the information from the PFS, and also consider our school policies, practices, and available budget.

How to Complete the Parent Financial Statement Online

1. Go to <https://sss.secure.force.com/familyportal>
2. Create your PFS Online account with your email address and a password. If you applied for financial aid last year, simply login to the PFS Online as a Returning Family, using the email address and password you set up last year.
3. Begin a PFS for Academic Year 2020-21. You can log out of the PFS Online at any time, then return later to complete it.
4. After you have pressed submit, you'll be brought to a payment screen. The fee of \$51 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
5. After you pay for and submit your PFS, you'll have access in the PFS Online to a section called "My Documents." You can upload the additional documents we require there.

How To Submit Additional Required Documents Online

SSS requires you to submit whichever of the following documents you normally file with the IRS. If you do not have your 2019 documents, submit your 2018 documents to the “other documents” section to complete your application now, then submit your 2019 tax documents on or before August 1, 2020.

- ☐ 2018 1040, 1040A or 1040EZ
- ☐ 2019 1040, 1040A or 1040EZ
- ☐ 2018 W2 Form
- ☐ 2019 W2 Form
- ☐ Schedule C
- ☐ 1099 Form

1. Prepare your documents to be uploaded. Make sure the documents are on your computer, each saved as a separate file. Remove any security or password protection from your document files.
2. Return to the PFS Online and log in.
3. Select the Academic Year 2020-2021 button.
4. From the PFS Online, click on the “My Documents” tab.
5. On the “My Documents” page, you will see an upload button or a hyperlink next to a specific document name in the "Required Documents" or “Other Documents” section of the PFS, depending on what you have prepared. Clicking either the upload button or a hyperlink will lead you through a series of steps allowing you to name, locate and save the file.
6. Once you have uploaded a document, the date will appear in the “Date Uploaded” column within minutes of the upload. Some tax documents go through a verification process. It can take up to 48 hours for the verification process to complete.

If you wish to submit required documents by mail, send to:

School and Student Services
PO Box 449
Randolph, MA 02368-0449

For overnight service, use:

SSS Application Processing Center
15 Dan Road, Suite 102
Canton, MA 02021

If you need help completing the PFS, contact SSS customer service at (800) 344-8328.

MWS Information for Completing the PFS:

Our school's full name: The Middle Way School

Our school's SSS code: 200010

Contact information for our financial aid office: contact@middlewayschool.org

The Middle Way School offers financial aid to students of any race, color, national or ethnic origin, sex, disability, religion, sexual orientation, and gender identity.