

FINANCIAL AID



MIDDLE WAY
SCHOOL

APPLYING FOR FINANCIAL AID MWS 2021-2022 ACADEMIC YEAR

The Middle Way School considers more than just the numbers when we look at your financial aid request. While we depend on our partners, School and Student Services (SSS) to process financial aid applications, this is considered back up information. The most important piece of your financial aid application is a letter addressed to the MWS Board of Trustees clearly indicating the amount you feel you can pay (inclusive of all fees) and any additional explanation for your circumstances that might help us understand your needs. Your application is complete only when you have the letter and you have completed the SSS Parent Financial Statement. **Do not upload this letter to SSS, please email it to admissions@middlewayschool.org.**

SSS's Parent Financial Statement (PFS) is a comprehensive application. Please give yourself ample time to complete it. 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 to the Trustees as a starting point, backed up by the information from the PFS, and we 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 2021-2022. You can log out of the PFS Online at any time, then return later to complete it.
4. After you have complete the application and press "submit," you'll be brought to a payment screen. The fee of \$55 is nonrefundable and goes to SSS, not MWS. Once your PFS is submitted, it cannot be withdrawn from the SSS system.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. Do not upload your Trustee letter here, only required tax documents.

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 2020 documents, submit your 2019 documents to the “other documents” section to complete your application now. We may ask you to submit your 2019 tax documents on or before August 1, 2020. Types of documents include:

- ☐ 1040, 1040A or 1040EZ
- ☐ W2 Form
- ☐ 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. Log into PFS Online
3. Select the Academic Year 2021-2022 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.