



APPLYING FOR TUITION ASSISTANCE MWS 2024-2025 ACADEMIC YEAR

Middle Way School partners with School and Student Services (SSS) in our tuition assistance process. While we rely on SSS to process applications and assist in determinations, we consider more than just the numbers when we look at your request. An important piece of your tuition assistance application is a letter addressed to the MWS Tuition Assistance Committee clearly indicating the amount you feel you can pay in tuition (not including fees), any additional explanation for your circumstances that might help us understand your needs, and why you have chosen Middle Way School for your child. **Your application is complete only when you have uploaded your letter to the MWS Tuition Assistance Committee and have completed the Parent Financial Statement (PFS) in SSS.**

The 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 in their [Family Resource Center](#).

Our Tuition Assistance Committee meets regularly to review requests. To make our decision, we use your letter as a starting point, backed up by the information from the PFS, an estimated family contribution as determined by SSS, as well as school policies, practices, and available budget.

How to Complete the Parent Financial Statement Online

1. Go to the <https://sssandtadsfa.force.com/familyportal>
2. 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.
3. Complete a PFS for Academic Year 2024-2025 . You can log out at any time and return later to finish it.
4. When all PFS sections are complete with green checks, the Submit & Pay button activates. Follow prompts to the payments screen. The fee of \$60 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 Once your PFS is submitted, it cannot be withdrawn from the SSS system.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, the next step will require you to upload the letter to the Tuition Assistance Committee.

How To Submit Required Documents Online

SSS requires you to submit whichever of the following documents you normally file with the IRS. Since 2023 documents may not yet be available, please also submit your 2022 documents. We may

ask you to submit your 2023 tax documents on or before August 1, 2024. Types of documents include:

- 1040, 1040A or 1040EZ*
- W2 Form
- 1099 Form

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

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. 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.
2. Return to your Family Portal account and confirm you are on the Academic Year 2024-25 Dashboard.
3. 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.
4. 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.

If you wish to submit required documents by mail, you must print your Cover Sheet from the “My Documents” and send it with your documents to the address it provides at least 10 days before the deadline.

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.

Need help with your PFS or required documents?

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

Questions for Middle Way School?

Contact Amanda Graham, Director of Operations, at amanda@middlewayschool.org.