



## APPLYING FOR FINANCIAL AID MWS 2023-2024 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 Financial Aid Committee 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 uploaded your letter to the MWS Financial Aid 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 Financial Aid Committee meets monthly to review financial aid applications. To make our decision, we use your letter to the MWS Board as a starting point, backed up by the information from the PFS, 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, simply log into the Family Portal. If you are a Returning Family, use the same email address and password you set up last year.
3. Complete a PFS for Academic Year 2023-2024. You can log out of the portal at any time, then return later to complete it.
4. When all PFS sections are complete with green check marks, 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 Once your PFS is submitted, it cannot be withdrawn from the SSS system.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, you'll have access in the PFS Online to a section called "My Documents." You can upload all documents we require there, including your most recent tax return and the letter to the MWS Financial Aid Committee.

### How To Submit Required Documents Online

SSS requires you to submit whichever of the following documents you normally file with the IRS. Since 2022 documents may not yet be available, please also submit your 2021 documents. We may ask you to submit your 2022 tax documents on or before August 1, 2023. 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. Return to your Family Portal account and confirm you are on the Academic Year 2023-24 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.

If you need help completing the PFS, contact SSS customer service at (800) 344-8328 or [SSSandTADSFA@communitybrands.com](mailto:SSSandTADSFA@communitybrands.com).

## 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](mailto: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.