

# Applying for Financial Aid

for the 2020-2021 academic year



INTERNATIONAL  
ACADEMY  
NEW YORK

The International Academy of New York partners 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 when we send our school acceptance notifications.** 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 2, 2019, go to the SSS Family Portal at <https://sss.secure.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 2020-21. 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 \$51 fee is nonrefundable (if the \$51 fee is a hardship, please contact our school's financial aid office). Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you submit your PFS, access to "My Documents" activates 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 2020-21 Dashboard.
- Open "My Documents" from the 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.
- **Mailing in Documents:** If you prefer to submit required documents by mail, you must print your Cover Sheet from "My Documents" and send it with your documents to the address it provides at least 10 days before the deadlines.



## Key information you need to know about our school as you complete the 2020-21 PFS

Our school's full name: International Academy of New York Our SSS code: 200009

Contact information for our financial aid office: Edward Remache, (eremache@ianyc.org)

Deadline for completing the PFS : December 15<sup>th</sup>, 2019 Deadline for required 2018 documents December 15<sup>th</sup>, 2019

Deadline for required 2019 documents April 15<sup>th</sup>, 2020

Documents we require you to submit with your PFS:

**1040 with all schedules and worksheets\***

Tax Year:  2019  2018  2017

**W2 Form**

Tax Year:  2019  2018  2017

**1099 Form**

Tax Year:  2019  2018  2017

**\*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 submitting your PFS or required documents?](#)

Contact SSS Parent Support at (800) 344-8328 or [sss@communitybrands.com](mailto:sss@communitybrands.com).



SCHOOL & STUDENT™  
SERVICES  
by communitybrands

# Applying for Financial Aid

for the 2020-2021 academic year



INTERNATIONAL  
ACADEMY  
NEW YORK

## *Top 10 Tips for Completing Your Financial Aid Application*

- 1. Complete only one PFS per household.** You can apply for aid to any number of schools for any number of children using just one PFS for the same flat fee. Know your deadlines for submission.
- 2. Use your legal name.** Make sure your name on your Parents' Financial Statement (PFS) appears exactly the way your name appears on your tax documents.
- 3. Enter whole numbers.** When entering numbers, do not enter decimals or cents—simply round to the nearest whole number. Understand that all monetary values must be in US Dollars.
- 4. Differentiate applicants from dependents.** Questions about “student applicants” refer to your children who are applying for financial aid via the PFS. Questions about “other dependents” refer to the children (or adults) for whom you provide support but ARE NOT applying for financial aid.
- 5. Separate salary from profit.** If you are a business or farm owner, you will be asked about your salary in the Family Income section. Enter only the amount you actually draw as salary (reported on your W-2). You will provide information about profit/loss elsewhere in the PFS.
- 6. Estimate your taxes.** We realize most tax forms are not available until late January. If you don't have your current year's taxes available, it's okay to estimate your answers based on your prior year's tax return.
- 7. Upload or mail your required documents.** You're strongly encouraged to upload tax documents via the Family Portal. If you prefer to submit documents by mail, you must print your Cover Sheet from the “My Documents” tab and send it with your documents to the address provided at least 10 days before your school's deadline.
- 8. Tell your story.** Offer explanations when requested, so your story or situation is clear and understandable to those reviewing your application.
- 9. Calculate debt and unusual expenses.** When asked to report your credit card debt, enter your total outstanding balances and use the Notes section to specify the types of purchases you used these cards for. When asked to total your “unusual expenses,” you'll find a list of the types of expenses you should and should not include.
- 10. Be honest.** Take time to carefully consider how much you think you can pay towards tuition on your own. Make a budget of income and expenses and see how much you can include for school costs.

Need help with submitting your PFS or required documents?

Contact SSS Parent Support at (800) 344-8328 or [sss@communitybrands.com](mailto:sss@communitybrands.com).



SCHOOL & STUDENT™  
SERVICES  
by communitybrands