

# The Wellington School

## TUITION ASSISTANCE -- 2021-2022 ACADEMIC YEAR

We partner with School and Student Services (SSS) by Community Brands. Follow the steps outlined below to complete your financial aid filing.

**Admitted students will receive contracts of acceptance with a provisional tuition assistance award.** To determine award amounts, we consider the PFS, Wellington questionnaire, tax documents, school policy, and available funds.



### COMPLETE YOUR PARENTS' FINANCIAL STATEMENT (PFS) ONLINE THROUGH SSS

- Beginning **October 2, 2020**, go to the [SSS Family Portal](#).
- The PFS is a comprehensive application that will take some time to complete. Give yourself the time you need by not waiting until the deadline to begin. You will need your most recent tax return before beginning 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 <https://www.solutionsbysss.com/parents/help/>.
- Click the green button labeled "Complete Your PFS".
- Choose "Create an Account", and follow prompts to set up your PFS Online account. Save your login and password.
- Begin a PFS for Academic Year 2021-22. You can log out of PFS Online at any time, then return later to complete it.
- After you submit your information, you will view a payment screen. The fee of \$55 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system. Your application is not available to Wellington to view until the fee has been paid.
- In the case of divorce or separation, each parent must file and pay separately.
- After you pay for and submit your PFS, you will have access in the PFS Online to a section called "My Documents," which you will use to submit tax documentation.
- APPLICANT FAMILIES** must upload 2019 tax documents through the "My Documents" link within the SSS system. (2020 also required by April 15, 2021 – see step on the right)
- If you need help completing the PFS, contact SSS customer service at (800) 344-8328 or [sss@communitybrands.com](mailto:sss@communitybrands.com).*



### COMPLETE THE WELLINGTON TUITION ASSISTANCE QUESTIONNAIRE

- This electronic form can be completed online [HERE](#). You can also find a link at [www.wellington.org/tuition-assistance](http://www.wellington.org/tuition-assistance).



### UPLOAD 2020 TAX DOCUMENTS WITH SSS COVER SHEET

- No later than **April 15, 2021**, prepare your 2020 tax documents to be uploaded (required items outlined below). Make sure the documents are on your computer, each saved as a separate file. Remove any security or password protection from your document files. **IMPORTANT: Submit W-2 or 1099 forms separately from your other documents, or they will not be viewable by the school. Your federal return must also be SIGNED before uploading.**
- Families filing for a federal tax extension must upload proof of the extension by **April 15, 2021** and **submit completed filings by August 1, 2021, regardless of IRS deadlines beyond this date.** Note that a delay in your tax filing submission will place your financial aid award at risk.
- To upload tax documents, return to the PFS Online and sign in using the login and password that you set up previously. Select the Academic Year 2021-22 button. From the PFS Online, click on the "My Documents" tab.
- On the "My Documents" page, you will see an upload button or a hyperlink next to a specific document name in the "Required Documents" section of the PFS. 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.
- 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 be completed by SSS.
- 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 Rd - Ste 102, Canton, MA 02021.
- If there are no changes to the provisional financial aid award after review of the 2020 tax documents, families will receive a confirmation email from a Financial Aid Committee representative. If there are changes to the award, families will receive an amended contract with an explanation of the change. If the award change is unacceptable, the contract will be voided.

Our school's full name: The Wellington School

Contact information for our tuition assistance office: [tuitionassistance@wellington.org](mailto:tuitionassistance@wellington.org) or 614-324-1647

Wellington's SSS code: **8096**

#### **Due dates for completing the PFS, 2019 taxes (applicant families only), and Wellington Financial Aid Questionnaire**

Current Wellington Families: **Monday, November 2, 2020**  
Applicant Families: **Monday, February 1, 2021**

#### **Due dates for submitting 2019 Tax Documents**

**Thursday, April 15, 2021**  
**Thursday, April 15, 2021**

#### **REQUIRED TAX DOCUMENTS:**

\_\_\_\_ 1040, 1040A or 1040EZ (SIGNED) \_\_\_\_ W2 Form(s) \_\_\_\_ Schedule C

\_\_\_\_ 1099 Form(s)

\_\_\_\_ Form 1120S/K-1 (if applicable) \_\_\_\_ Form 1065 & K-1 (if applicable)

\_\_\_\_ Other Supporting Documentation