

THE APPLICATION PROCESS

Avenues will partner with School and Student Services (SSS) in our financial aid process for the 2019-20 academic year. SSS offers you enhanced resources to take the guess work out of applying for aid as well as access to the excellent representatives at the SSS Customer Service Center for all your questions. To begin your financial aid application, you will complete SSS's Parents' Financial Statement (PFS).

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'll need your 2017 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 www.solutionsbysss.com/parents.

Avenues will communicate our financial aid decision to you. To make our decision, we use the information from the PFS as a starting point but also consider our school policy, practices, and available budget. To review Avenues financial aid policy, please visit our website.

HOW TO COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

- Beginning October 2, 2018, go to <https://sss.secure.force.com/familyportal>.
- Create your PFS Online account with your email address and a password. If you applied for financial aid last year, log in to the Family Portal as a Returning Family using the same email address and password.
- Begin a PFS for Academic Year 2019-20. You can log out of the PFS Online at any time, then return later to complete it.
- On the application, enter your income as reported in your 2017 taxes. Estimated income is for 2018 tax year.
- After you have pressed submit, you'll be brought to a payment screen. The fee of \$51 is non-refundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- 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.

HOW TO SUBMIT ADDITIONAL REQUIRED DOCUMENTS ONLINE

- 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.
- Return to the PFS Online and login.
- Select the Academic Year 2019-20 button.
- From the PFS Online, click on the "My Documents" tab.
- On the "My Documents" page, you will see an upload button next to a specific document name in the "Required Documents" section of the PFS. Clicking the upload button 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 complete.

HOW TO SUBMIT ADDITIONAL REQUIRED DOCUMENTS BY MAIL

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.

KEY INFORMATION

- Our school's full name: **Avenues: The World School**
- Our school's SSS code: **161288**
- Contact information for our financial aid office: **Sarah Edwards, sedwards@avenues.org**
- Documents we require you to submit, in addition to the PFS: ***2017 1040, 1040A or 1040EZ with schedules *2017 W2 Form *4506T** (available on Avenues website)
- If you file these forms, submit them as part of your application: **Schedule C, 1099-MISC Form, 1120S U.S. Income Tax Return for an S Corporation, 1065 U.S. Return of Partnership Income**
- Due dates for completing the PFS and submitting additional documents:
Returning Families: November 1, 2018
Early Admissions Deadline: December 3, 2018
Early Notification Deadline: December 3, 2018
Regular Notification Deadline: January 8, 2019