We partner with School and Student Services (SSS) in our evaluation process. To begin your application for a need-based award, you will complete SSS’s 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 (2018) before beginning the PFS. We also recommend reviewing SSS resources designed to help families with the application process. They are found at http://solutionsbysss.com/parents.

We will communicate our 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.

**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 a need-based award 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 of the portal at any time and return later to finish it.
- When all PFS sections are complete with green checks, the Submit & Pay button activates. Follow the prompts to the payment screen. The $51 fee is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and 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. 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 provided at least 10 days before the deadlines.

If you need help with submitting your PFS or required documents, contact SSS Parent Support at (800) 344-8328 or sss@communitybrands.com.

**KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE 2020-21 PFS**

- **Our school’s full name**: GILMOUR ACADEMY
- **Gilmour Academy’s SSS code**: 3418
- **Contact information for our tuition assistance office**: Mary Humensky, CPA at (440) 473-8000 ext. 1112 or tuitionassistance@gilmour.org
- **Due date for completing the PFS and submitting required documents (see below)**: February 7, 2020

**REQUIRED DOCUMENTS in addition to your PFS:**

- **2018 Federal tax return, including all appropriate schedules (A, B, C, E, etc.), 2018 W-2(s), and 2019 W-2(s) – Due with PFS**
- **2019 Federal tax return, including all appropriate schedules (A, B, C, E, etc.) – Due by May 1, 2020**