



Manzano Day School

Financial Aid Application Process for Academic Year 2020-2021

Manzano Day School partners with School and Student Services (SSS), in collaboration with National Association of Independent Schools (NAIS), to process financial aid applications. Based on the financial information you provide, SSS estimates the amount your family can contribute to educational expenses. This helps us make fair and objective financial aid decisions based on demonstrated need and available funds. To apply for financial aid for the 2020-2021 academic year, please follow the steps below.

**The school code
for Manzano Day
School is 4810**

TO COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

1. Beginning October 2, 2019, go to *Solutionsbysss.com/parents*.
2. Click on *Log into Complete or Update Your PFS*. Begin a PFS for Academic Year 2020-2021.
3. You will set up a PFS Online account with your email address and a password, which will allow you to save and return to work on your PFS again before submitting it.
Returning parents: If you completed a PFS Online application in past years, use your email address and existing password. If you have forgotten your password, click on "Get help signing in."
4. After you have completed the form and pressed Pay and Submit, you will be brought to a payment screen. The processing fee of \$51 is nonrefundable. SSS will automatically apply a fee waiver for families that qualify. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
5. SSS encourages all families to upload their documents however, if you need to mail the required documents to SSS, print out the Required Documents Cover Sheet.
You're my Documents tab will link to a Required Documents Cover Sheet that is pre-populated with your information. To access your cover sheet any time after submitting your PFS, log into PFS Online and click on "Print Cover Sheet" on the My Documents tab.
6. Print out a copy of the PFS when you have completed it and keep it for your reference.
7. After you pay for and submit your PFS, you will have access to a section called "My Documents." You can upload the additional documents we require there. Additional instructions are below.

TO SUBMIT ADDITIONAL REQUIRED DOCUMENTS ONLINE

1. Prepare your documents to be uploaded. Make sure the documents are on your computer, each saved as a separate file. They can be saved in any of the following file formats: pdf, jpg, tif and png. Remove any security or password protection from your documents.
2. Return to the PFS Online to login and select the Academic Year 2020-2021 from the dropdown in the upper right hand corner.
3. From your PFS Online Dashboard, click on the "My Documents" tab.
4. On the My Documents page, next to the intended document, click "Upload". On the Add a Document pop up, click "Next". Once the new page has loaded, choose "Upload", then locate the place the document is on your computer and select "Open".
5. Once you see a preview of your document, click "Submit" to finish your upload. After you have uploaded a document you will see an upload date next to the document. This DOES NOT mean your required documents are complete. It can take up to **48 hours** for it to be received and then validated. After this time you should check the "My Documents" page to ensure there are no errors associated with your uploads.
6. If you upload a document in error, you can "replace" or "remove" the document. If you **WILL NOT** receive a required document, please use the N/A feature and include an explanation of why you will not be submitting the required document.

TO SUBMIT ADDITIONAL REQUIRED DOCUMENTS BY MAIL

1. **Print** the required cover sheet that must accompany your tax documents when you mail them to SSS. Mail a copy (not the original) of your 2019 Form 1040, W-2s, and all applicable schedules to the address listed on the coversheet.
- ✓ Do not fold or paper clip documents. Use a large (9"x12") envelope. Please mail documents 10 days in advance of the March 1 deadline to allow for mail delivery and processing time.

If you need help completing the PFS, contact SSS customer service at: 800.344.8328, Mon – Fri 9 a.m. – 8 p.m. and Sat 9 a.m. – 4 p.m. (EST)