



# How to Apply for Financial Aid at Baylor for the 2023-24 Academic Year

We partner with School and Student Services (SSS) in our financial aid process. To begin your financial aid application, 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 the deadline to begin. You'll 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 [solutionsbysss.com/parents](https://solutionsbysss.com/parents).

We 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.

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

- Beginning **September 1, 2022**, go to the SSS Family Portal at: <https://sssandtadsfa.force.com/familyportal>
- Create your Family Portal account** with your email address and a password. If you applied for financial aid last year, login to the Family Portal as a "Returning Family," using the same email address and password.
- Complete a PFS for Academic Year 2023-24.** You can log out of the Portal at any time — then return later to complete it.
- Pay for and submit your PFS.** Once all PFS sections are complete with green checks, the "Submit and Pay" button activates. Follow the prompts to the payment screen. The fee of \$60 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- Uploading additional documents.** After you pay for and submit your PFS, you'll have access on the Family Portal's "My Documents" tab to upload required documents by their deadlines as part of your application process.

### NEED HELP COMPLETING THE PFS?

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

## 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 Family Portal and login to your account.**
- Select the Academic Year 2023-24 button.**
- Open the "My Documents" tab on the dashboard.**
- Upload Documents.** On the "My Documents" page, use the upload button or hyperlink associated with the specific document name in the "Required Documents" section. Clicking either the upload button or a hyperlink leads you through the steps to locate, select, and confirm your file to upload.
- Complete File Upload.** Click "Submit" to complete your file upload. After you do, 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 the "My Documents" tab and send it with your documents to the address provided at least 10 days before their deadlines.

## KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE PFS:

- Our school's full name: **Baylor School**
- Baylor's SSS code: **1516**
- Financial Aid Contact Info: **Bill Murdock** at [bmurdock@baylorschool.org](mailto:bmurdock@baylorschool.org) or **(423) 267-8506, ext. 270**
- Due date for completing the PFS: **January 31, 2023**
- Due date for submitting additional documents (see below): **April 15, 2023**
- In addition to the PFS, we require you to submit the following documents:
  - ☐ 1040 with All Schedules + Worksheets for Tax Years: ☐ 2022 ☐ 2021
  - ☐ W2 Form for Tax Years: ☐ 2022 ☐ 2021
  - ☐ 1099 Form for Tax Years: ☐ 2022 ☐ 2021(Self-Employed Parents: include ALL related business forms with your 1040 (Schedule C, Schedule E, 1120, 1065, and K-1.)

## IF YOU WISH TO SUBMIT REQUIRED DOCUMENTS BY MAIL, SEND TO:

**School and Student Services; 110 North 5th Street, 2nd Floor; Minneapolis, MN 55403**

For overnight service use: **SSS Application Processing Center; 110 North 5th Street, 2nd Floor; Minneapolis, MN 55403**

Financial Aid Contact Info: **Bill Murdock** at [bmurdock@baylorschool.org](mailto:bmurdock@baylorschool.org) or **(423) 267-8506, ext. 270**

If you have questions as you are completing the PFS, please contact SSS Customer Service at **(800) 344-8328**.