

HSP: APPLYING FOR FINANCIAL AID

To begin your financial aid application, you will complete SSS's Parents' Financial Statement (PFS).

This application may take some time to complete and you will need your most recent tax returns.

STEP 1: HOW TO COMPLETE THE PFS ONLINE

- Go to our [SSS application](#).
- Create your family portal account with your email and password. If you applied for aid last year, login in to the portal as a Returning Family using the same email and password.
- Complete a PFS for the correct Academic Year (i.e. if applying for the 2023-2024 year, select Academic Year 2023-2024).
- Once all PFS sections are complete with green checks, the "Submit & Pay" button will activate. Follow the prompts to the payment screen. The \$60 fee is nonrefundable. Once the PFS is submitted, it cannot be withdrawn from our system.
- After you pay and submit the PFS, you have to access the Family Portal's "My Documents" tab to upload the required documents by their deadlines as part of your application process.

STEP 2: HOW TO SUBMIT ADDITIONAL REQUIRED DOCUMENTS ONLINE

- Prepare your documents to be uploaded by ensuring each file is saved separately and removing any security or password protection from your files.
- Return to the Family Portal and log into your account.
- Select the correct Academic Year (i.e. if applying for the 2023-2024 year, select Academic Year 2023-2024).
- Open the "My Documents" tab on the Dashboard.
- On "My Documents", use the "Upload" button or hyperlink associated with the specific document name in the "Required Documents" section.
- Click "Submit" to complete your file upload. After you do, the date will appear with "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

- ➔ Holy Spirit's SSS Code: [1352](#)
- ➔ Contact Information for Financial Aid Office: [Emily Labbe](#) at elabbe@holyspiritprep.org
- ➔ Documents we require you to submit with your PFS are the most recent copies of:
 - ✓ 1040, 1040A or 1040EZ*
 - ✓ W2 Form(s)*
 - ✓ Schedule C*
 - ✓ 1099 Form(s)*

Need Help Completing the Application?

Contact the SSS Parent Support Team at
(800) 344-8328 or sss@communitybrands.com

