

**Application Deadline for Returning Marymount Students: January 26, 2024**

**Application Deadline for New Students: February 2, 2024**

### Step 1: Complete the online Parent Financial Statement (PFS)

- Marymount High School (**SSS Code 4918**) partners with School and Student Service (SSS) to handle a major portion of the computations involved in estimating your contribution to your daughter's education.
- Based on the financial information you provide, SSS will calculate an estimated amount that your family can contribute to your daughter's educational expenses.
- Go to <https://sssandtadsfa.force.com/familyportal/FamilyLogin?startURL=%2Ffamilyportal> and click on the prompt to begin/complete your Parent Financial Statement (PFS) in your Family Portal. You will create a user name and password which will allow you to complete the PFS over more than one session. Only one PFS is required per family regardless of the number of children applying.
- If you applied for financial assistance last year, you may log in as a Returning Family using the e-mail address and password you set up last year. If you have forgotten your login credentials, click "Reset Password" or "Get Help Signing In" and follow the prompts to get access to your Family Portal.
- A Family Guide to Financial Aid to help you understand how K-12 private school financial aid works is available in English and Spanish at <https://www.solutionsbysss.com/parents/resources/>
- A step-by-step workbook that includes explanations, frequently asked questions, and line-by-line instructions to help you complete the PFS online in the Family Portal at <https://www.solutionsbysss.com/parents/resources/>
- If you would like to speak to an SSS customer service representative, they can be reached at (800) 344-8328.
- **Returning students:** Applications must be submitted to SSS no later than **January 26, 2024**.
- **New students (9<sup>th</sup> grade applicants and transfer students):** Applications must be submitted to SSS no later than **February 2, 2024**.
- A credit or debit card will be needed to process the \$60 PFS application fee. SSS can also process a direct debit from your checking or savings account.
- Fee waivers are available for qualified applicant families. After the PFS is completed, the fee will be automatically waived base on your level of income. If you have questions, please contact SSS at (800) 344-8328 (se habla español).

### Step 2: Submit your federal tax returns, W-2 and/or 1099 forms, and other documentation

- Submit your **2022** Federal Income Tax Return (Form 1040), all accompanying schedules, W-2's and/or 1099's by uploading it directly to the SSS website by the application deadline.
- Instructions on uploading required documents are available <https://www.solutionsbysss.com/parents/apply/required-documents/>
- For your reference, SSS has an IRS tax form reference guide for completing the Parent Financial statement. This reference guide can be downloaded at <https://www.solutionsbysss.com/parents/resources/>

## Applying for 2024-2025 Financial Assistance (continued)

**Important Note:** If you are a returning family, applied for financial assistance last year and already provided SSS with your 2022 tax documentation as requested last May, you do not need to resubmit 2022 tax returns, W-2s or 1099s. If you forgot to upload your 2022 tax returns as part of your filing last year, please log in and do so now.

- If you are divorced or legally separated, please submit the appropriate section of your most recent decree or agreement indicating: Custody and Educational Expense Arrangements and Child/Spousal Support to SSS by the application deadline.
- If you are self-employed/partner, please submit the most recent of the following as appropriate to SSS by the application deadline:
  - Form 1120: if you are incorporated as a corporation
  - Form 1120S: if you are a Subchapter S Corporation
  - Form K-1: if you are a shareholder or partner of a partnership
- Upload your **2023** Federal Income Tax Return (Form 1040) and all accompanying schedules to SSS by **May 24, 2024**. If your 2022 Federal Income Tax Return is available when you are completing your PFS, please upload it at that time.
- **Questions?**  
Contact the Parent Support Center for SSS at (800) 344-8328 (se habla español), Phone support is available 9 am. to 7pm. EST Monday – Friday or you may e-mail [sssandtadsfa@communitybrands.com](mailto:sssandtadsfa@communitybrands.com)

Contact Lori Paillet in the Marymount Business Office at (310) 472-1205 ext. 318 or [lpaillet@mhs-la.org](mailto:lpaillet@mhs-la.org).

**NOTE: All documents must be submitted to SSS via upload – there is no document mail in option.  
No documents should be submitted directly to Marymount High School.**

*Financial assistance decisions will be communicated to families of newly accepted students who have completed financial assistance application packages via e-mail on **March 1, 2024**.*

*Notification of renewed financial assistance awards for continuing students with completed financial assistance application packages will be made by **February 19, 2024**.*

Marymount High School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at our school. The school does not discriminate on the basis of race, color, national or ethnic origin, in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, or other school-administered programs.

- Financial assistance awards are granted based on demonstrated financial need, within the limits of the school's financial assistance resources.
- In evaluating the level of aid needed to meet the cost of a Marymount education, the Financial Assistance Committee takes into account all available sources of support, expenses and priority of spending, family assets and debts, the number and ages of children, and additional dependents.
- The School's Financial Assistance resources are limited. Accordingly, the renewal of financial aid for continuing students (those already receiving aid) is our first priority. Consideration is then given to those applying for aid for the first time.
- Renewal of Financial Assistance for continuing students is based on the following:
  - Proof of continued financial need – A new PFS and current tax returns must be submitted each year by the prescribed deadlines for families to be considered for Financial Assistance awards.
  - The family's payment status – Families must be current in their payments for the current academic year to be considered for Financial Aid.
  - Evidence that the student is in good academic standing and a good citizen of the Marymount Community.

A student is considered to be in good academic standing and a good citizen of the Marymount Community by:

    - Maintaining a C- or higher on every semester report card for all courses in which a student is enrolled. Note: If a student fails to remediate a course for which they earned lower than a C- during the following summer, as required by the Academic Dean, the student may not be eligible for continued financial assistance.
    - Respecting the Honor Code both in word and deed. Note: The Honor Code is based on the moral values of respect for human dignity, respect for honesty, respect for the property of others, acceptance of responsibility for one's own actions, and loyalty and service to others. See the Parent Student Handbook.
    - Observing the Marymount Tardy and Attendance Policies as expressed in the Parent Student Handbook.
- New students must first be accepted for admission and then are considered for Financial Assistance awards if all Financial Assistance forms and related documentation have been received by the prescribed deadlines.

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- In the case of divorced or separated parents, both natural parents must complete separate Parent Financial Statements. Both parents must also upload their separate Federal Income Tax Returns (Form 1040, W-2s and all accompanying schedules, including Schedule C in cases where parents own and/or operate their own businesses) and Financial Assistance Supplemental Information forms directly to SSS.

## **Summary of 2024-2025 Financial Assistance Policies (continued)**

- The school will not be bound by the assertion of one parent that he/she is not responsible for the education expenses, even in the case of divorce and re-marriage. If information from both parents is not available at the time the application is evaluated, a lesser award or no award may result.
- Please note that if the financial information reported in your tax returns is significantly different than the financial information submitted in your initial Financial Assistance application, the Financial Assistance Committee reserves the right to reevaluate and modify your Financial Assistance award based on this new information.
- Falsification of financial and/or other information provided to the school in connection with the Financial Assistance process can result in immediate withdrawal of Financial Aid awarded for the year.

**INCOMPLETE/LATE FINANCIAL ASSISTANCE APPLICATIONS  
(RECEIVED AFTER THE DEADLINE) MAY NOT BE CONSIDERED.**