



APPLYING FOR TUITION ASSISTANCE FOR THE 2024/2025 ACADEMIC YEAR

We partner with School and Student Services (SSS) in our tuition assistance application process. To begin your application, you will complete the Parents' Financial Statement (PFS).

The PFS is a comprehensive online 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. You can save your work and return to the application at a later time. We also recommend that you review the wide range of materials that SSS has put together to help families with the tuition assistance process. They are found at solutionsbysss.com/parents.

We will communicate our tuition assistance decision to you. To make our decision, we use the information from the PFS as a starting point and consider our school policies, practices, and available budget.



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

- Go to the SSS Family Portal at sssandtadsfa.my.site.com/familyportal.
- Create your Family Portal account with your email address and a password. If you applied for tuition assistance in SSS in a previous year, login to the Family Portal as a Returning Family using the same email address and password used previously. For assistance with login credentials, please contact the SSS Parent Support Team directly (see phone and email in orange box below).
- Complete a PFS for Academic Year 2023/24. You can log out of the portal at any time and return later to finish it.
- Once all PFS sections are complete with green checks, the "Submit & Pay" button activates. Follow the prompts to the payment screen. The **\$60 fee to SSS** is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, you have access to the Family Portal's "My Documents" tab to upload required documents by their deadlines as part of your application process.



HOW TO SUBMIT REQUIRED DOCUMENTS ONLINE

- Prepare documents to be uploaded. 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 document files.
- Return to the Family Portal and confirm you're on the Academic Year 2023/24 dashboard.
- Open "My Documents" tab on 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 "Submit" to complete your file upload. The date will appear in the "Date Uploaded" column within minutes of the upload. Repeat this process until all required documents are submitted.
- If you prefer to submit required documents to MIS, please mail or bring your documents to the front office before the deadline. We can upload them to your PFS for verification.

Need help completing the PFS?
 Contact the SSS Parent Support Team at
 (855) 230-7850 or sss-cst@communitybrands.com.

i KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE 2023/24 PFS:

School's full name: **Missoula International School**

School's SSS code: **3099**

Contact information for the MIS Tuition Assistance program: **Gini Aten Erving, CFO (email: gatenerving@mismt.org)**

Deadline for completing the PFS: **Monday, February 19, 2024**

Deadline for submitting required documents (see below): **Monday, May 27, 2024**

Documents we require you to submit (upload to SSS):

1040 with all schedules and worksheets*

W2 Form(s)

1099 Form(s) – if applicable

Tax Years: 2023 2022

Tax Years: 2023

Tax Years: 2023

***Self-Employed Parents:** Include all related business forms with your 1040 (Schedule C, Schedule E, 1120, 1065, and K-1)