

February 2021

Dear TQS families currently receiving financial aid or interested in receiving aid:

The Quaker School at Horsham awards aid on a need base only, and families must apply each year. Financial Aid is not granted for the Sassafras program or for 1:1 support nor auxiliary services.

**TQS uses School & Student Services (SSS) by Community Brands to assist with the financial aid process.**

1) Visit <https://sssbynais.force.com/familyportal> and complete the Parents' Financial Statement (PFS) electronically, using the school code 5954. **SSS Help line is 1-800-344-8328 or email [sss@communitybrands.com](mailto:sss@communitybrands.com).** One form per household, for one \$55 fee (required), for any number of applicant children.

2) Upload copies of tax return(s) and W-2s directly on SSS site. (Required)

- Current families receiving financial aid must submit a copy of their 2020 tax return(s) to SSS and include supplemental schedules. Both parents must submit W-2s.
- New families applying for financial aid must provide copies of the previous two years' tax returns (2019 and 2020) to SSS electronically – include supplemental schedules. Both parents must submit W-2s.
- **Note: copies may be mailed to SSS if electronic documents are not available. Please contact SSS for instructions.**

3) Send a cover letter to TQS explaining any changes in your financial situation or extenuating circumstances that you feel were not reflected on your PFS. (Optional)

TQS distributes aid in accordance with guidelines established by the National Association of Independent Schools (NAIS). Tentative aid award decisions may be made prior to receiving the 2020 tax return; however, TQS reserves the right to alter tentative awards.

You will be notified in writing of award decisions and will have 10 days to accept. If your child cannot enroll because of insufficient aid, your enrollment deposit will be refunded. Applications will not be considered for any families who are behind on the current year's tuition payments.

Please contact the SSS Helpline at 1-800-344-8328 or explore the resources at <https://www.solutionsbysss.com/parents/>. If you need additional assistance, please contact the school and a social worker will arrange a time to speak with you.



### **How to Apply for Financial Aid**

- Read helpful tips on the application process
- Get the steps for completing required documents for school

2021-2022 Application Year

[Download the English version](#)

[Download the Spanish version](#)

### **Parents' Financial Statement Workbook**

- A step-by-step workbook that includes explanations, frequently asked questions, and line-by-line instructions to help you prepare for and complete the PFS online in SSS Family Portal

2021-2022 Application Year

[Download the English version](#)

Spanish version coming to SSS website soon

### **Tax Primers for Parents**

- Review the tax forms that are most helpful for completing your PFS and get guidance on where to report specific amounts

2021-2022 Application Year

[Download the general tax primer](#)

[Download the tax primer for business owners](#)

[Additional Parent Resources](#)