APPLYING FOR FINANCIAL AID
FOR THE 2021-22 ACADEMIC YEAR

Hopkins School

Hopkins partners with School and Student Services (SSS) in our financial aid process. To begin your financial aid application, you must complete the SSS Parents’ Financial Statement (PFS).

The PFS is a comprehensive 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 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. Materials can be found at solutionsbysss.com/parents/resources. Todos los recursos también están disponibles en español.

If your child is admitted, we will communicate the financial aid decision at the time of admission. 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**

- Beginning October 2, 2020, go to the SSS Family Portal at https://sss.secure.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 2021-22. 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 fee of $5 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 Once your PFS is submitted, it cannot be withdrawn from the SSS system.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 your 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 log into your account.
- Select the Academic Year 2021-22 button.
- 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. Clicking the Upload button or hyperlink leads you through the steps to locate, select, and confirm your file to 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 2020-21 PFS:**

Our school’s full name: Hopkins School Our school’s SSS code: 900021

Contact information for our financial aid office: Carolyn Traester at (203)397-1001 x208 or ctraester@hopkins.edu

Deadline for completing the PFS: January 15, 2021 Deadline for required documents (marked below): January 15, 2021

Documents we require you to submit (with your PFS):

- X 1040 with all schedules and worksheets* Tax Year: X 2020 X 2019 2018
- X W2 Form Tax Year: X 2020 X 2019 2018
- X 1099 Form Tax Year: X 2020 X 2019 2018

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

X Other: ***SEE OTHER SIDE FOR A COMPLETE LIST OF DOCUMENTS***
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DOCUMENTS WE REQUIRE FIRST YEAR FAMILIES TO SUBMIT, IN ADDITION TO THE PFS
PLEASE SUBMIT THESE DOCUMENTS DIRECTLY TO SSS (SCHOOL AND STUDENT SERVICES):

- a complete, signed copy of the parent(s) 2019 federal and state income tax returns with all schedules filed and the W-2 Wage and Tax Statements and/or Form 1099s and/or K-1 form(s);
- a copy of the parent(s) December 2020 payroll form and a copy of the parent(s) 2020 W-2 form upon receipt as well as a current mortgage and/or home equity loan statement that provides the payment amount and most recent balance;
- a copy of the rental lease (if applicable) that provides the monthly payment amount;
- verification of tuition payment(s) to other schools, if applicable;
- a copy of the parent(s) most recent 401k/403b statement;
- a copy of the parent(s) most recent bank/brokerage account(s) statement(s);
- a complete, signed copy of the parent(s) 2020 federal and state income tax returns with all schedules filed submitted to SSS no later than April 1, 2021. The School reserves the right to adjust or withdraw the financial aid award announced in March based on the information in the most recent year’s tax returns.

PLEASE SUBMIT THESE DOCUMENTS DIRECTLY TO SSS (SCHOOL AND STUDENT SERVICES).

IMPACT OF COVID-19

If parent(s) employment was impacted by COVID, please provide a thorough explanation of your financial changes in the "Other Information" section of the PFS. Be advised that, depending on your circumstances, you may be asked for additional documentation.