



## HOW TO APPLY FOR TUITION ASSISTANCE

### 1. *How to start your application for tuition assistance*

- a. School and Student Services (SSS) will accept applications each academic year starting on **October 1**.
- b. Visit the [SSS web site](#) to complete the **Parent Financial Statement (PFS)** and submit copies of **all required financial documentation** directly to SSS.
- c. The SSS web site has a wealth of [parent resources](#) and a [Family Support Center](#) to assist you with the application process. Assistance is available in English, as well as Spanish.
- d. You may download the [SSS Workbook and Instruction Booklet](#) to review prior to starting the PFS. Resources are available in both English and Spanish on the SSS [Parent Resources web page](#).

### 2. *Deadline to submit the tuition assistance application for the 2024-2025 academic year is:*

- a. December 15, 2023 for current FXW families
- b. January 20, 2024 for families applying for admission to FXW

### 3. *Provide required supplemental financial documentation to SSS*

Family financial documents are required to verify the information that you provided to SSS. These will be uploaded to the SSS portal:

- a. 2022 signed, final 1040 federal tax return(s) including all schedules
- b. 2022 W-2's for all parent(s)/guardian(s)
- c. If any parent/guardian is self-employed, also include a copy of the 2022 corporate tax return
- d. 2023 W-2's for all parent(s)/guardian(s) – upload in January 2024
- e. Copies of 2023 signed, final 1040 federal tax return(s) including all schedules will be *uploaded after the April filing deadline*.

### 4. *Divorced/Separated/Non-Married Parents*

It is expected that both parents will submit financial information in cases of divorced or separated parents, or parents who never married, regardless of their legal or personal relationship, and regardless of financial obligation as decided by the courts. If either parent is remarried, we also expect financial information from their spouse, bearing in mind the obligations of the step-parent to any of his or her children from a previous relationship.

In most cases, the Tuition Assistance Committee will make an award only after review of the financial resources of both parents, but each situation is reviewed on a case-by-case basis. Every effort will be made to be sensitive to individual family circumstances when reviewing information and granting assistance.

If a family member, other than a parent, has legal custody, forms will be required only of the custodian. However, if parents are still living and are claiming the child on their tax forms, information will be required of the parents.

### 5. *Tuition Assistance Committee Review*

To ensure a fair and consistent process, the Tuition Assistance Committee will be involved in review of information and participate in funding decisions. FXW also uses the NAIS (National Association of Independent Schools) Principals of Good Practice for Financial Aid Administration in developing the tuition assistance application and review process.