Applying for Financial Aid 2020-21

Viewpoint School partners with School and Student Services (SSS) in our financial aid process. To begin your financial aid application, you will complete SSS’s Parents’ Financial Statement (PFS) online.

The PFS is a comprehensive application that will take some time to complete. Give yourself the time you need by not waiting until the January 15 deadline to begin. You’ll need your most recent tax information 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. They can be found on our Web site, and at sss.nais.org/parents.

We will communicate our financial aid decision to you, not SSS. To make our decision, we use the information from the PFS as a starting point but also consider our School’s policies, practices, and available budget.

Please visit https://www.viewpoint.org/admission/financial-aid for more information regarding Viewpoint’s financial aid program.

Here’s key information you need to know about our school as you complete the PFS:
+ Our school’s full name: Viewpoint School  + Our school’s SSS code: 7938
+ Due date for completing the PFS: January 15, 2020
+ Contact: Patrick LaBo (patrick.labo@viewpoint.org or 818-591-6560)

Required Documents:
+ If you are a first-time financial aid applicant to Viewpoint School, you must submit your 2018 federal tax returns with all attached schedules including W2s, 1099’s, etc. plus your last two pay stubs from 2019 by January 15, 2020. If you are self-employed, you must submit your end-of-quarter (December 2019) financials by January 15, 2020 in addition to your 2018 federal tax returns.
+ 2019 federal tax returns must be submitted by May 1, 2020. Please let us know as soon as possible if you plan to file for an extension.
+ Documents can be uploaded directly to SSS or mailed (see below).

Need help completing the PFS? Contact the SSS Parent Support Team at (800) 344-8328 or sss@communitybrands.com.

How to Complete the Parents’ Financial Statement (PFS) Online

Beginning October 2, 2019, go to our Web site, www.viewpoint.org and click on the Financial Aid menu item to the left. Then click on the PFS logo. You can also go to 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, simply login to the Family Portal as a Returning Family, using the email address and password you set up last year.

Complete a PFS for Academic Year 2020-21. 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 $51 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 Additional 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 2020-21 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.
Applying for financial aid at our school for the 2020-2021 academic year.

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

The Parents’ Financial Statement (PFS) is the cornerstone of our financial aid application process. By submitting a PFS, you’re granting SSS permission to analyze your financial information. Using their unique methodology, they estimate the amount you can contribute to school expenses and forward that estimate to the appropriate schools. It’s one form, for one fee, for any number of applicants, for any number of schools.

Find the Parents’ Financial Statement online at: https://sssbynais.force.com/familyportal

How to complete the Parents’ Financial Statement (PFS) online

Beginning October 2, 2019, visit the SSS Family Portal at https://sssbynais.force.com/familyportal.

Create your Family Portal account with your email address and a password. If you applied for financial aid last year, log into the Family Portal as a Returning Family using the same email address and password.

Complete a PFS for Academic Year 2020-21. 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 $51 fee is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.

Next Steps

After you pay for and submit your PFS, you have access to the Family Portal’s “My Documents” tab to upload required documents as part of your application process. Be sure to submit required document by their deadlines to complete your application.

We will communicate our financial aid decision to you directly. To make our decision, we use the information from the PFS as a starting point, and we also consider our school policies, practices, and available budget.
Plan ahead and know your deadlines

The PFS is a comprehensive application that will take some time to complete. Give yourself the time you need by not waiting until the deadline approaches. It’s important to note the difference between the deadlines for admission and financial aid applications.

If you do not have your 2019 tax return, complete the PFS using your most recent tax return. When the requested tax forms arrive, such as W2s or 1040s, log back in and upload them (if required) by the deadline. We also recommend that you review the wide range of materials that SSS has put together to help families with their financial aid process. They are found at http://www.solutionsbysss.com/parents.

Top 10 Tips for Completing Your Financial Aid Application

Complete only one PFS per household
You can apply for aid to any number of schools for any number of children using just one PFS for the same flat fee. Know your deadlines for submission.

Use your legal name
Make sure your name on your Parents’ Financial Statement (PFS) appears exactly the way your name appears on your tax documents.

Enter whole numbers
When entering numbers, do not enter decimals or cents — simply round to the nearest whole number. All monetary values must be in US dollars.

Differentiate applicants from dependents
Questions about “student applicants” refer to your children who are applying for financial aid via the PFS. Questions about “other dependents” refer to the children (or adults) for whom you provide support but ARE NOT applying for financial aid or listed as Parent A or Parent B.

Separate salary from profit
If you are a business or farm owner, you will be asked about your salary in the Family Income section. Enter only the amount you actually draw as salary as reported on your W-2. You will provide information about profit/loss elsewhere in the PFS.

Estimate your taxes
We realize most tax forms are not available until late January. If you don’t have your current year’s taxes available, it’s okay to estimate your answers based on your prior year’s tax return.

Upload or mail your required documents
You’re strongly encouraged to upload tax documents via the Family Portal. If you prefer to submit 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 your school’s deadline.

Tell your story
Offer explanations when requested, so your story or situation is clear and understandable to those reviewing your application.

Calculate debt and unusual expenses
When asked to report your credit card debt, enter your total outstanding balances and use the Notes section to specify the types of purchases you used these cards for. When asked to total your “unusual expenses,” you’ll find a list of the types of expenses you should and should not include.

Be honest
Take time to carefully consider how much you think you can pay towards tuition on your own. Make a budget of income and expenses and see how much you can include for school costs.