

TUITION SUPPORT “HOW-TO”



IMPORTANT DEADLINES

- **Jan. 15, 2022:** Parents Financial Statement (PFS) and 2020 & 2019 federal tax returns submitted or uploaded to Schools and Student Services (SSS) website.

TUITION SUPPORT PROCESS

UCLA Lab School partners with School and Student Services (SSS) in our tuition support process. To begin your tuition support application, you will complete the SSS Parents' Financial Statement (PFS). The PFS is a comprehensive application: give yourself the time you need by not waiting until the deadline to begin. You will need your 2019 & 2020 tax returns and all pertinent personal and business financials 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 tuition support process at solutionsbysss.com/parents.

UCLA Lab School maintains a philosophy that requires the active participation of a student's entire family in funding this educational opportunity. These expectations are in effect regardless of any legal agreements between family members. Separate households must file individual tuition support applications. In cohabitation cases, UCLA Lab School considers the entire household income, regardless of the family's legal status.

We will communicate our tuition support decision to you with your admission decision. To make our decision, we use the PFS information and consider our school policies, practices, and tuition support budget. If your application is incomplete, it will not be processed. If you do not apply by the deadline date, you risk not receiving tuition support.

STEP ONE: Completing the parents' financial statement (PFS) online.

- Beginning Oct. 1, 2021, go to sss.secure.force.com/familyportal.
- Create your PFS Online account with your email address and a password. If you applied for tuition support last year, simply log in to the PFS Online as a returning family, using the email address and password you set up last year.
- Use the UCLA Lab School SSS Code: **9224**
- Begin a PFS for Academic Year 2022-23. You may log out of the PFS Online at any time, then return later to complete it. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you have pressed submit, you will be directed to a payment screen. The fee of \$55 is non-refundable. The SSS system automatically determines Fee Waiver eligibility. If you qualify, the application fee will be waived at the time of payment.
- After you pay for and submit your PFS, you will have access in the PFS Online to a section called "My Documents." You may upload the additional documents we require there.

STEP TWO: Submitting federal tax returns and additional required documents online.

- Prepare your documents to be uploaded. Make sure the documents are on your computer, each saved as a separate file. **Remove any security or password protection from your document files.**
- Return to the [PFS Online](#) and log in.
- Select the "Academic Year 2022-2023" button.
- From the PFS Online, click on the "My Documents" tab.
- On the "My Documents" page, you will see an upload button or a hyperlink next to a specific document name in the "Required Documents" section. Clicking either the upload button or a hyperlink will lead you through a series of steps to name, locate and save the file.
- Once you have uploaded a document, the date will appear in the "Date Uploaded" column within minutes of the upload. Some tax documents go through a verification process. It may take up to 48 hours for the verification process to complete.
- If you do not see an upload button next to a specific document name, upload the document in the "Additional Documents" section of the PFS.

DOCUMENT CHECKLIST

We require all personal and business signed tax documents that you file with the IRS. The school has moved to a prior, prior-year income verification format. This process will make it easier for families as you do not have to provide current 2021 tax forms, but we require additional documentation.

2019 Documents

- 2019 1040
- 2019 W2
- 2019 Schedule C
- 2019 Schedule E
- 2019 1099
- 2019 1120's
- 2019 1065

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Additional Required Documentation

- Current Pay Stub Documentation
- Current Credit Card Statement
- Mortgage / Lease Statement
- Current Checking and Saving Account Balances
- Current Car Payment Verification
- Current Business Information
- Brokerage Statement

If you need help completing the PFS, please contact the SSS customer service at 800-344-8328, or Ileana Barberena in our finance office at 310-206-1135. Assistance is available in English and Spanish.

Tuition Support & Re-Enrollment Timeline



OCTOBER 1

Tuition support applications available online at SSS for prospective families.

DECEMBER 15

Deadline for returning families to submit the SSS application for tuition support.

JANUARY 15

Deadline for prospective families to submit SSS applications for tuition support.

Deadline for returning families to submit a copy of the 2020 federal tax return and all supporting schedules and forms.

FEBRUARY 1

Re-Enrollment contracts available for returning families with tuition support award for the 2022-2023 school year.

FEBRUARY 15

2021 W-2s or 1099 forms due to SSS for returning and prospective families.

MARCH 1

Deadline for returning families to submit re-enrollment contracts.

MARCH 11

Admissions decisions emailed to prospective families.