

Dedicated to Middle School Girls

SANTA FE Girls' SCHOOL

Tuition for the 2023-2024 school year: \$15,750.

Tuition is all-inclusive. **There are no additional fees.**

Deadline for completing the tuition assistance application: **February 15, 2023.**

Approximately 1/3 of our families receive tuition assistance.

The Santa Fe Girls' School offers three payment plans:

- A one-time payment in full by July 20.
- Four equal tuition payments on the 20th of June, September, December and March.
- Or ten equal ACH payments on the 20th of each month from June to March.

Affording the Santa Fe Girls' School

Dear Prospective Family,

The Girls' School strives to create an atmosphere of inclusivity and diversity, which is the foundation of our financial aid program. We seek to make our education as widely available as possible and we work diligently to keep our tuition costs as low as possible. The tuition cost is all-inclusive; *there are no additional fees.*

Tuition assistance is need-based and awarded on a first come, first served basis. While the deadline for completing the online tuition assistance application (<https://sssandtadsfa.force.com/familyportal>) is February 15, 2023, we encourage you to apply as soon as you can. Acceptance of a student's application to attend the Girls' School is independent of, and separate from, a request for financial aid.

The Girls' School partners with the School and Student Services (SSS) in processing financial information for awards. To find out how to apply, please refer to Applying for Financial Aid, on the reverse of this letter.

We encourage families who seek tuition assistance to ask questions until they are satisfied that they fully understand the tuition assistance process. Please feel free to contact us at any point in the process with questions that arise for you.

Sincerely,



Rosie Williams
Co-Director

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Financial Aid Procedures and Guidelines

The Santa Fe Girls' School complies with the National Association of Independent School's (NAIS) best practices for financial aid administration. More information can be found on at www.nais.org.

The purpose of the Santa Fe Girls' School financial aid program is to provide financial assistance to families who, based on demonstrated need, cannot afford the full cost of tuition at the Girls' School. The Girls' School does not award aid based on merit.

The Girls' School is unable to meet the full cost of tuition for any student, but will attempt to meet demonstrated need. To be considered for financial aid, applicants must complete and submit a financial aid application through the NAIS website <https://sssandtadsfa.force.com/familyportal>.

The PFS (Parent Financial Statement) portion of the application is to be completed by parents, stepparents, domestic partners, life partners, non-custodial parents and legal guardians. The Santa Fe Girls' School reserves the right to consider the application incomplete and void if information from any of the above adult constituents is omitted. The Santa Fe Girls' School is not bound by any divorce agreement specifying a parent's responsibility for education expenses or lack thereof.

The Santa Fe Girls' School asserts that it is the parents' primary responsibility to pay tuition and we expect that parents bear the responsibility for tuition to the best of their ability. Income will be imputed for a non-working parent, spouse, partner or guardian according to SSS guidelines.

If siblings attend other tuition charging institutions, it is required that those siblings apply for financial aid from those institutions as well. If the number of children attending tuition charging institutions decreases, that means a family's ability to pay the Girls' School increases. The financial aid award may be adjusted accordingly.

New and current families are eligible for financial aid. Current families who have not previously applied for financial aid will not be eligible unless they demonstrate a significant change in the family's financial situation. The Girls' School may not consider the financial aid application of a current family whose tuition account is delinquent. Once the account is current, the application will be considered on a first come, first serve basis.

Applications received after the due date will only be considered after all timely applications have been reviewed, aid awarded, and if funds are still available.

Families who receive financial aid agree to the following:

- Every family will contribute to the cost of tuition; the cost of educating a child is primarily the parents'/ guardians' responsibility.
- Every financial aid applicant will honestly disclose all income, assets and funds available. This includes income from business and real estate, and contributions from other sources (trusts, estates etc.). The Girls' School reserves the right to request additional financial information if necessary. The Girls' School also reserves the right to negate any financial award made based on inconsistent information.
- Financial aid will be granted on a yearly basis. An updated application, including tax returns and other income statements be submitted each year. If a family's need decreases, the Girls' School will expect a greater contribution towards tuition from the family. If the family's need increases the Girls' School will attempt to make adjustments as the financial aid budget allows.
- Families will maintain confidentiality of application information and award decision.

Applying for Financial Aid

for the 2023-24 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 Parents' Financial Statement (PFS) then submit the required documents for our school indicated below.

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 reviewing resources to help families with the financial aid process. They are found at <http://www.solutionsbysss.com/parents>.

We will communicate our financial aid decision to you. 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 your Parents' Financial Statement (PFS) online

- Beginning September 1, 2022, go to the Family Portal at <https://sssandtadsfa.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 your same email address and password.
- Complete a PFS for Academic Year 2023-24. You can log out at any time and return later to finish it.
- When all PFS sections are complete with green checks, the Submit & Pay button activates. Follow prompts to the payment screen. The \$60 fee is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, the next step will require you to upload required documents by their deadlines as part of your application process.



How to submit your required documents online

- Prepare your document files for uploading. Make sure the documents are on your computer and each specific form is saved as a separate file. Examples: a) 1 PDF file for the 1040 with all schedules and worksheets included, b) each W2 saved as its own file. Remove any security or password protection from your files.
- Return to your Family Portal account and confirm you are on the Academic Year 2023-24 Dashboard.
- In the "Required Documents" section, use the Upload button or link associated with the specific document type. Follow prompts to locate, select, and confirm the file to upload.
- Click the Submit button to complete your upload. 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.

Key information you need to know about our school as you complete the 2023-24 PFS

Our school's full name: Santa Fe Girls' School Our partner code: 1793

Contact information for our financial aid office: admissions@santafegirlsschool.org

Deadline for completing the PFS: 2/15/23 Deadline for required documents: 2/15/23

Documents we require you to submit with your PFS:

1040 with all schedules and worksheets*

Tax Year: 2022 2021

W2 Form

Tax Year: 2022 2021

1099 Form

Tax Year: 2022 2021

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

Need help with your PFS or required documents?

Contact Family Support at (800) 344-8328 or sssandtadsfa@communitybrands.com.