

Crossroads Christian School

Applying for Financial Aid

Crossroads partners with School and Student Services By NAIS (SSS) in our financial aid process. To begin your financial aid application, you will complete the Parents' Financial Statement (PFS). Complete just one PFS, even if you have more than one child applying for aid. Completing the PFS online saves you time and money, and helps us make our financial aid decision more quickly. **As a reminder, CCS financial aid is need based and the pool of available funds is limited.**



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

1. **Go to the SSS Website at <https://www.solutionsbysss.com/parents/>. Click on the green "Login to Complete or Update Your PFS" button to enter the PFS Online.**

2. **Login to the PFS Online.**

- *Are you applying for aid for the first time?* Click on the purple "Create an Account" button. You'll be asked to enter your name and email address and to select a password.

3. **Begin a PFS for the current Academic Year.**

Download the PFS Online Workbook and refer to on-screen help for guidance along the way. You can log out of the PFS Online at any time -- then return later to complete your PFS.

4. **Pay for and submit your PFS.**

The fee of \$51 is nonrefundable. Once you have paid for and submitted your PFS, we will receive your information at our school. About 24 hours after you submit your PFS, you can go back to the PFS Online to submit any additional documents (see next section) and to view your Family Report, which summarizes the information we will receive.

We will communicate our financial aid decision to you. To make our decision, we use the information from the PFS as a starting point. We also consider our school policy and practices, as well as the budget we have available.



How to Submit Additional Required Documents Online

Approximately 24 hours after you have paid for and submitted your PFS online, you will have access to the Manage Documents section of the PFS Online, where you can upload documents.

1. **Prepare your documents to be uploaded.** Make sure the documents are on your computer, each saved as a separate file. They can be saved in any of the following file formats and each must be not more than 1.5 MB in size: Microsoft Word, Excel, Adobe pdf, .jpg, .gif, or .tif. **Remove any security or password protection you may have on any pdfs and black out any social security numbers.**

2. **Go to the PFS Online and login.**

3. **Select the Academic Year button.**

4. **From your PFS Online Dashboard, click on the purple "Manage Documents" tab.**

5. **On the Manage Documents page, under "Upload Documents," click "Browse," then locate the place the document is on your computer.**

6. **Click "Upload Documents."**

Once you have uploaded a document, it will NOT appear immediately in the "Received Documents" section on this page. It can take up to 72 hours for it to be received and then validated. Once it does appear in the "Received Documents" section, the CCS Financial Aid Committee will have access to it.

Here's information you need to know as you complete the Parents Financial Statement:

Our school's full name: **Crossroads Christian School**

Our school's SSS code: **167185**

If you have questions as you complete the PFS, contact SSS customer service at (800) 344-8328.



If you wish to complete the PFS using a paper form, please contact SSS by NAIS at 800-344-8328.

Questions about CCS financial aid: treasurer@ccsadmin.org.

In addition to the PFS, you need to provide a copy of your the previous year's federal tax return, ie. IRS Form 1040, 1040A or 1040EZ.

Deadline for completing the PFS AND submitting required documents: May 5