



Applying for Apogee 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)

1. [Click here](#) to visit the SSS Website.
2. **Login**
 - a. If you don't have an SSS account, first create an account then login.
3. **Complete a PFS** for the relevant academic year by the **deadline of 28 April 2024**.
 - a. 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.
 - b. **You will need this information** as you complete your PFS:
 - i. Our school's full name: **Crossroads Christian School**
 - ii. Our school's SSS code: **167185**
4. **Pay for and submit your PFS.**
 - a. The fee of \$60 is nonrefundable.
 - b. 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 "How to Submit Additional Required Documents Online") and to view your Family Report, which summarizes the information we will receive.
 - c. In addition to the PFS, you will need to provide a copy of your previous year's federal tax return, ie. IRS Form 1040, 1040A or 1040EZ.
5. **We will communicate our financial aid decision to you by 20 May 2024.**
 - a. 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

1. 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.
2. Prepare your documents to be uploaded.
 - a. 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.
 - b. **Remove any security or password protection you may have on any pdfs and black out any social security numbers.**
3. Login to the SSS portal.
4. Select the relevant academic year via the dropdown menu at the top.
5. From your family portal dashboard, click on the “Manage Documents or Update Your PFS” tab.
6. On the Manage Documents page, under “Upload Documents,” click “Browse,” then locate the place the document is on your computer.
7. Click “Upload Documents.”
 - a. 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.

If you have questions as you complete the PFS, please 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.

If you have questions about Apogee financial aid, please email treasurer@ccsadmin.org.

Deadline for completing the PFS AND submitting required documents: 28 April 2024