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## FINANCIAL AID AT HOLY NAMES ACADEMY 2022-2023 SCHOOL YEAR

An important part of the mission of Holy Names Academy is to serve students from a variety of socio-economic backgrounds. For the 2021-2022 school year, \$2,010,000 in financial-aid funds are available to Holy Names Academy families. Currently, 36.9% of enrolled students receive some level of need-based aid.

Financial aid is awarded both directly from Holy Names Academy and via the Academy from the Fulcrum Foundation of the Archdiocese of Seattle. Financial aid may include a Holy Names Academy grant, an endowed scholarship, a student work-study assignment, or a Fulcrum Foundation grant.

Incoming 9th-grade students may anticipate confirmation of financial-aid awards in mid-February. Returning students may anticipate confirmation of financial-aid awards prior to the start of tuition payments for the next academic year each May.

Financial-aid applications must be completed each year. All families applying for financial aid are expected to complete two forms, an online application, and the Holy Names Academy Supplemental Information Form, through the School and Student Services for Financial Aid (SSS). Several supporting documents from the 2020 and 2021 tax years must also be submitted. In addition, some families may qualify for a grant from the Fulcrum Foundation, and will need to complete an additional form, the online Fulcrum Tuition Assistance Application through FACTS Management. **The deadline for financial-aid applications and 2020 supporting documentation is December 31, 2021, for all new and returning students. The deadline for 2021 supporting documentation is April 20, 2022.** Please carefully read and follow the following directions:

### Applying for Financial Aid, Step-by-Step

#### 1. Complete the Parents' Financial Statement (PFS) on the School and Student Services (SSS) website.

Beginning **October 2, 2021**, visit the SSS Family Portal at [Family Portal Login \(force.com\)](https://force.com). 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 2022-23. You can log out of the portal at any time and return later to finish it. Once all PFS sections are complete with green check marks, the "Submit & Pay" button activates. Follow the prompts to the payment screen. Once your PFS is submitted, it cannot be withdrawn from the SSS system. Only one PFS application is needed per family, regardless of the number of students applying or the number of schools to which a student applies. The school identification number for Holy Names Academy is **904937**.

School & Student Services will not process your application until you have paid the non-refundable application fee of \$55 and uploaded all necessary documents.

**Parents who live in separate households** must *each* complete a SSS application and submit supporting documentation to SSS before the student's application can be reviewed.

#### 2. Submit your 2020 Supporting Documentation to SSS.

Submit your 2020 supporting documentation to SSS *after* you have completed your PFS and by the December 31, 2021, deadline. Upload the required documents to the SSS website. Documents can be uploaded 24 hours after you pay for and submit your PFS and must be submitted prior to the December 31 deadline.

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 the deadlines to complete your application. You can locate additional assistance at

<https://www.solutionsbysss.com/parents/apply/required-documents>. The system can only accept documents under 10.0 megabytes in size. The following documents must be submitted to SSS:

- Final 2021 paystub(s) for each employed parent
- 2020 W-2 (for each parent) by December 31, 2021
- 2020 Federal Income Tax Form(s), IRS 1040, 1040A, or 1040 EZ, including all additional 2020 Federal Tax Schedules A-SE and 1099, by December 31, 2021

Note: Families who completed an application last year should have uploaded these documents. Please verify that your 2020 W-2, tax return, and accompanying tax schedules have been uploaded.

### **3. Submit the Holy Names Academy Supplemental Financial Aid Form to SSS.**

Download and complete Holy Names Academy Supplemental Financial Aid Form, available on the SSS website, and submit it to SSS by December 31, 2021, in the same way you have chosen to submit your supporting documentation.

### **4. Submit your 2021 Supporting Documentation to SSS.**

Supporting documents from the 2021 tax year must be received by April 20, 2022. Upload the required documents to SSS.

The following 2021 supporting documents must be submitted to SSS:

- 2021 W-2 (for each parent) by April 20, 2021
- 2021 Federal Income Tax Form(s), IRS 1040, 1040A, or 1040 EZ, including all additional 2021 Federal Tax Schedules A-SE, and 1099, by April 20, 2022

### **5. Complete the Fulcrum Foundation Tuition Assistance Application (if applicable)**

In addition to financial aid awarded directly from Holy Names Academy, families may be eligible for an additional grant from the Fulcrum Foundation. While factors such as family size and financial obligations are taken into account, grants are typically awarded to families:

- Any family that has previously received a Fulcrum Foundation grant, or
- With wages or business income of less than \$70,000 for a family of four, or
- With wages or business income of less than \$85,000 for a family larger than four.

Fulcrum will not process your application until you have paid the non-refundable application fee of \$35 and uploaded all necessary documents.

If eligible to apply, beginning October 1, 2021, complete your online application at <https://online.factsmgmt.com/aid> by December 31, 2021. The institution identification number for Holy Names Academy is **29954**.

### **Financial-Aid Deadlines and Assistance**

The deadline for financial-aid applications and 2020 supporting documentation is December 31, 2021, for all new and returning students. The deadline for 2021 supporting documentation is April 20, 2022.

All questions regarding the SSS application process should be directed to SSS Customer Service at (800) 344-8328. For all other questions regarding Holy Names Academy financial aid, please call the Director of Finance, Ms. Francis Olson, at (206) 720-7806, or the Admissions Director, Ms. Eileen Denby, at (206) 720-7805.

The Holy Names Academy Christmas break is December 20, 2021, through January 2, 2022. During Christmas break, the Business Office, at (206) 720-7806 will be open to assist you or answer questions on Friday, December 31, from 10 a.m. to 3 p.m.

October 29, 2021