



December 2023

**Subject: 2024-2025 School Year Tuition Reduction**

Dear Parents and Guardians,

Hello! It is time to apply or reapply for Tuition Reduction if you seek assistance for next year. **The deadline for applying for Tuition Reduction is January 30, 2024.** Here are some things to keep in mind:

- You must reapply and submit a complete a Tuition Reduction application every year that you seek tuition reduction at Holden High School.
- For parents who are separated or divorced, each household must complete a separate and complete Tuition Reduction application.
- Holden High School will only accept online Parents' Financial Statements.
- All Tuition Reduction application forms will be uploaded or mailed to SSS. Nothing goes directly to Holden High School.
- All of the forms needed to apply for Tuition Reduction, as well as a copy of these instructions, are available for download on our website.
- Your **Parents' Financial Statement (PFS) is due by January 30, 2024.**
- Your **2023 W-2 is due by February 10, 2024.**
- Your **2023 federal taxes are due by April 25, 2024.**
- Tuition Reduction will be reflected on your re-enrollment contract which will be sent to you in late April.

Please read this document carefully. I know that this process can be complicated and confusing. Do not hesitate to contact me if you have any questions.

Best,

Kristin Lamoureux  
Co-Director  
[kristinl@holdenhigh.org](mailto:kristinl@holdenhigh.org)  
(925) 254-0199

## **Application Procedures for Holden High School Families Currently Receiving Tuition Reduction**

Please read the following instructions carefully so that your application may be processed in a timely manner. Instructions and information are available on our website at [www.holdenhigh.org](http://www.holdenhigh.org)

### **By January 30, 2024: Submit your Parents' Financial Statement (PFS)**

The PFS is the cornerstone of the Tuition Reduction application. The School and Student Services use a sophisticated methodology to determine an "Estimated Family Contribution" (or EFC) that each family can pay for private school for the next year. The EFC serves as a starting point for the school. The school may allow or disallow certain expenses or assets reported on the PFS according to its policies. The following tips should help you successfully complete your PFS:

- Start your PFS by visiting <https://www.solutionsbysss.com/parents> and clicking "Website for Parents and Families".
- Download the PFS Online Workbook and Tax Primer resource once you have logged in (also available on our website). These are comprehensive and helpful guides to submitting your PFS online.
- When you get to the page marked, "Select Subscriber Schools", enter 4717 as the SSS Code to select Holden High School.
- When you get to the "Family Income" section, you may need to estimate your 2024 income. If you receive regular pay stubs, these may be helpful in estimating your 2024 salary. Do not worry if your estimate is not 100% accurate.
- It may also be helpful to have your completed 2022 federal tax form 1040 in front of you when completing the "Family Income" section.
- "8C – Other Nontaxable Income" is the question most commonly answered incorrectly on the PFS. Be sure to click the link marked "Click here to calculate your Other Nontaxable Income" to complete this question.
- The fee to submit your PFS is \$60 and may be paid by credit card. If you are eligible for a waiver, SSS will notify you directly.
- The SSS customer service phone number is (800) 344-8328 and email is [sss.communitybrands.com](mailto:sss.communitybrands.com).

**By February 10, 2024: Submit 2023 W-2's to SSS (not to Holden High School).**

See below for instructions on uploading documents.

**By April 25, 2024: Submit 2023 Federal Tax Form 1040 to SSS**

Tax documents are a vital part of every Tuition Reduction application. The school uses tax returns to verify and update the financial information provided on the PFS.

- Your complete 2023 federal returns are required, including all schedules, 1099's and other supporting documents. We do not require or want your state tax returns.
  
- If you have an electronic copy of your tax return through a service like TurboTax or from an accountant, you can upload your taxes directly to your SSS application. We recommend this option. The upload instructions are:
  1. Log in to PFS Online at <https://www.solutionsbysss.com/parents>
  2. From your "Dashboard," click on the Academic Year gray button for 2024-25
  3. Click on the tab labeled "Manage Documents." NOTE: After you submit and pay for your PFS, it will take up to 24 hours for it to process. Once it has been processed, you will be able to access the Manage Documents page. If your PFS has not yet been processed, you will receive a popup window message when you click on the "Manage Documents" tab.
  4. Click the "Browse" button next to the 2023 1040 form.
  5. Locate your document and click on "Upload Documents" to attach the form. Once you have uploaded a document, it may not appear immediately in the "Received Documents" list on the Manage Documents page. It could take up to 24 hours for it to process and appear as "Received."

If you prefer to mail your taxes, be sure to include a Required Documents Cover Sheet, available for download on the <https://www.solutionsbysss.com/> website and then mail to:

Community Brands School and Student Services  
Po box 489  
Southampton, PA 18966