

APPLYING FOR FINANCIAL AID AT HBA FOR THE 2020-21 SCHOOL YEAR

Hawaii Baptist Academy (HBA) partners with School and Student Services (SSS) in our financial aid process. To begin your financial aid application, you will complete the SSS Parents' Financial Statement (PFS).

The PFS is a comprehensive application, so please give yourself enough time and do not wait until our deadline approaches. You'll need your most recent tax return before beginning the PFS. We also recommend that you review the wide range of materials that SSS has put together to help families with the financial aid process. They are found at solutionsbysss.com/parents.

HBA will email the 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 THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE

- Beginning December 1, 2019, go to the SSS Family Portal at <https://sssbynais.force.com/familyportal>.
- Create your Family Portal account with your email address and a password. If you applied for financial aid last year, login to the Family Portal as a Returning Family using the same email address and password.
- If parents are separated, both legal parents** need to submit a PFS.
- Complete a PFS for Academic Year 2020-21. You can log out of the portal at any time and return later to finish it.
- Once all PFS sections are complete with green checks, the "Submit & Pay" button activates. Follow the prompts to the payment screen. The fee of \$51 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, you have access to the Family Portal's "My Documents" tab to upload required documents by their deadlines as part of your application process.

Need help completing the PFS?

Contact the SSS Parent Support Team at
(800) 344-8328 or sss@communitybrands.com.



HOW TO SUBMIT REQUIRED DOCUMENTS ONLINE

- Ensure the documents are saved on your computer. **With the exception of W2s, SSS allows only one upload per document type. Save similar document types (i.e. all bank statements) to one pdf.** Remove any security or password protection from your document files. Black out SSN and account numbers.
- Return to the Family Portal and log into your account.
- Select the Academic Year 2020-21 button. (Ensure you select the correct year; SSS will not issue refunds)
- Open the "My Documents" tab on the Dashboard.
- On "My Documents," use the Upload button or hyperlink associated with the specific document name in the "Required Documents" section. Clicking the Upload button or hyperlink leads you through the steps to locate, select, and confirm your file to upload.
- Click "Submit" to complete your file upload. After you do, 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.

(See back side for key information and required documents to submit to SSS)

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KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE 2020-21 PFS:

Our school's full name: **Hawaii Baptist Academy** Our school's SSS code: **3760**

Contact information for financial aid: Sherry Monico, smonico@hba.net, 808-564-0358

Deadline for completing the PFS: **February 15, 2020**

Deadline for required documents (listed below): **February 29, 2020**

Required documents to be submitted with your PFS

- 2019 1040 tax return **with all schedules and worksheets (if business owner, include Schedule C & E)**
(NOTE: If the 2019 tax document is not available by Feb 29, we will initially accept the 2018 tax document (important: upload to "Additional Documents" section in SSS), but the 2019 tax document will be required before an award will be distributed). Late documents may result in late notifications and reduced awards.
- 2019 State of Hawaii tax return **with all schedules and worksheets**
- 2019 W2 Form (more than one W2 may be uploaded separately)
- 2019 Real Property Tax Assessment (for all owned properties) OR rental agreement.
- Bank statement(s)-December, 2019 or most recent (save statements for all accounts to one pdf)

Required documents, if applicable

- 2019 Form 1120, 1065, and related K-1s (for corporation or partnership businesses)
- 2019 1099-MISC Form (for independent contractors)
- Most current retirement statement reflecting current value (i.e. IRA, Roth IRA, 401K, 403B, Pension, Profit Sharing, etc)
- Last paystub of 2019

****If you are a single parent and the other legal parent cannot be contacted or is not financially responsible, please contact our financial aid office (contact info above).**