

APPLYING FOR FINANCIAL AID AT HBA FOR THE 2021-22 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. You'll need your most recent (2020) 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, 2020, 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 2021-22. 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 \$55 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 Once your PFS is submitted, it cannot be withdrawn from the SSS system.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.

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

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 before uploading.** 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 **2021-22** 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.

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KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS):

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

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

Deadline for completing the PFS: **February 15, 2021**

Deadline for required documents (listed below): **February 28, 2021** (for new applicants to HBA) and **March 31, 2021** (for returning students to HBA)

Required documents to be submitted with your PFS

- 2020 1040 complete tax return **with ALL schedules and worksheets** If a 2020 tax document is not available by the deadline, please upload it when it is available. We will not be able to review your application until SSS has been able to verify data on your application with your 2020 tax documents. **Please note if you are late submitting any document, including the 2020 tax return, there may be a delay in notification of any eligible award and a reduction of the award amount.**
- 2020 State complete tax return **with ALL schedules and worksheets; Upload this separately from the 1040 tax return.**
- 2020 W2 Form (**IMPORTANT: UPLOAD EACH W2 SEPARATELY; do not combine W2 on one pdf**)
- 2020 Housing Document 1) Real Property Assessment (NOT bill) stating value of ALL properties owned OR 2) rental agreement (if no formal agreement, request letter from landlord with amount received monthly (save all documents to one pdf; only one upload allowed for this document)
- Most recent pay stub for all current employers (save all pay stubs to one pdf; only one upload allowed for pay stubs)

Required documents, if applicable

- If you are an independent contractor, upload 2020 Form 1099-MISC as an 'Additional Document'
- If your business is a corporation or partnership, upload 2020 Form 1120, 1065, and related K-1s as an 'Additional Document'
- If you reported a loan balance on line 12l through 12p > \$10,000, please upload your loan statement(s) as an 'Additional Document.' Ensure credit card debt and debt reported elsewhere (i.e. home, car, etc.) is not included on this line.
- If you reported a single charitable contribution on line 14m > \$1000, please upload a receipt of the contribution as an 'Additional Document'

****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).**