



## Tuition Assistance Checklist 2019-2020 School Year: New Families

### Due: February 1, 2019

\_\_\_\_\_ Parents must submit a completed **Parents' Financial Statement (PFS)** to the **School and Student Service (SSS by NAIS)** in Randolph, MA. We require you to use the SSS online application: <http://sssbynais.org/parents>. **SSS by NAIS** will send the computed report of financial need to Good Shepherd. Please note Good Shepherd's school code (3453) on the PFS.

\_\_\_\_\_ Set a meeting with Melinda Madurai, Chief Financial Officer, to discuss the process and family circumstances. Appointments can be requested by emailing Megan Sanders, [msanders@gседallas.org](mailto:msanders@gседallas.org).

\_\_\_\_\_ Parents of first-time applicants must upload copies of tax year **2017** (or most current tax year) 1040s, all related schedules, and copies of all W-2s and 1099 forms to SSS by NAIS.

\_\_\_\_\_ A personal letter to Melinda Madurai, Chief Financial Officer, providing the details of the family's financial situation and any extenuating circumstances that may impact a family's ability to pay tuition, i.e. job loss of parent, change in household, medical expenses, care of aging parent, etc.

\_\_\_\_\_ A monthly family budget of income and expenses.

Please direct any questions to Melinda Madurai at [mmadurai@gседallas.org](mailto:mmadurai@gседallas.org).