



Columbus School for Girls

Dear CSG Tuition Assistance Applicants:

The continuing investment you make in your daughter's future by providing her with a CSG education is important to us. We again are looking forward to working with you through the CSG tuition assistance application process for the 2021-22 school year.

Every year, you will need to fully document your family's financial circumstances using the online tuition assistance application provided by School and Student Services (SSS). CSG's Tuition Assistance Committee will use the analysis from SSS and information you provide to determine if the amount that your family can afford to spend on tuition has changed from the previous year. If your financial circumstances have not changed, you can expect that your assistance award will also be consistent from one year to the next. Tuition Assistance awards typically increase to cover a portion of the tuition increase.

Tuition assistance applications from current CSG families are due December 1, 2020. This means that both Step 1 and Step 2 below must be **complete** by the deadline. Applications and documents received after this date will be reviewed on a rolling basis *beginning in April 2021* as long as funds are available.

Step 1: Complete the Parents' Financial Statement (PFS) Online. Visit [School and Student Services \(SSS\)](#) to login to your existing account. CSG's school code is 2536.

Step 2: Upload the following required documents **directly to your SSS record**, or send by mail if you prefer. Instructions for uploading documents are available on the [SSS website](#). **Please do not send documents to CSG.**

1. 2019 federal tax documents with all supporting schedules (A, C, E, etc.) as well as all W2s and 1099s. You should have uploaded these by April 15, 2020 (or July 15, 2020 per federal extension) as required by the enrollment contract. Check your record to be sure they have carried over to your 2021-22 application. If not, you will need to upload them.
2. Most recent pay stubs or other documentation of your 2020 income to date for all parents. Pay stubs should be for a pay period dated November 1- 30, 2020.
3. If you own a business please provide **one or more** of the following to corroborate business income for 2020:
 - Small business YTD income statement for 2020 and bank statements showing deposits to corroborate income statement for past 3 months of the year
 - Small business accounts receivable aging/ledger (if possible) year-to-date 2020
 - Small business YTD balance sheet with bank statements showing deposits to corroborate income for past 3 months of 2020

CSG's Tuition Assistance Committee will make a tuition assistance decision based on the estimates you provide on your PFS. You will receive a tuition assistance award in late January, along with your enrollment contract for the 2021-2022 school year. To accept your award and reserve your daughter's space, you will need to sign your enrollment contract and pay a \$500 enrollment deposit by February 5, 2021.

By **April 15, 2021**, you will need to upload your 2020 federal tax return and additional supporting documents directly to [School and Student Services \(SSS\)](#). If you own a business, please also upload all your business tax documents including, if applicable, Schedule C, Schedule K-1, Schedule E, and Form 4562. The Tuition Assistance Committee will verify your estimates on the PFS with the information on your tax returns. If there is a significant difference, the committee will contact you to discuss the impact on your tuition assistance award.

Please review the detailed [application instructions and tips from SSS](#) to help you complete the tuition assistance application. We are committed to supporting your family at CSG as long as you qualify for tuition assistance. We look forward to working closely with you again this year, and encourage you to contact us with any questions.

Sincerely,

Handwritten signature of Chelsea Woods.

Chelsea Woods
Director of Enrollment Management
cwoods@columbusschoolforgirls.org

Handwritten signature of Jeni Blackburn.

Jeni Blackburn
Tuition Assistance Coordinator
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