



# Columbus School for Girls

Dear New CSG Tuition Assistance Applicants,

We recognize that a CSG education is a major investment, and we are committed to making our empowering educational experience accessible to talented girls from all economic backgrounds. We look forward to working with you through the CSG tuition assistance application process for the 2021-22 school year.

To apply for tuition assistance, 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 the amount that your family can afford to spend on tuition. The Committee strives to use our generous, but limited, tuition assistance budget to meet the demonstrated need of as many families as possible.

Our priority deadline for new tuition assistance applications is **February 1, 2021**. 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 as long as funds are available. Whenever possible, we will communicate tuition assistance decisions concurrently with admission decisions.

**Step 1:** Complete your Parents' Financial Statement (PFS) online at [School and Student Services \(SSS\)](#). 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.

***Do not send documents to CSG.***

- 2020 Federal Income Tax Return and ALL supporting schedules for individuals, as well as corporations, small businesses and partnerships
- 2020 W-2s and/or 1099s
- Most recent pay stubs or other documentation of your current income to date for all parents. Pay stubs should be for a pay period dated after January 1, 2021.
- If you own a business, you **must** provide one of the following to corroborate business income for 2020:
  - Small business income statement as of end of year 2020 and bank statements showing deposits to corroborate income statement for last 3 months of the year
  - Small business accounts receivable aging/ledger (if possible) as of end of year 2020 and bank statements showing deposits to corroborate income statement for last 3 months of the year
  - Small business end of year balance sheet with bank statements showing deposits to corroborate income for last 3 months of 2020

Instructions for uploading documents are available on the [SSS website](#).

**Please note:** If you have not completed your 2020 tax return, you may upload your 2019 taxes and ALL supporting schedules, including 2019 W2s for individuals as well as corporations, small businesses and partnerships, with your 2020 W2s by the deadline. Then upload your 2020 taxes by April 15, 2021.

Please review the detailed [application instructions and tips from SSS](#) to help you complete the tuition assistance application. Additional information about CSG's tuition assistance program is available on our [website](#), and we encourage you to contact us with any questions. We look forward to working closely with you.

Sincerely,

Handwritten signature of Chelsea Woods.

Chelsea Woods  
Director of Enrollment Management  
[cwoods@columbuschoolforgirls.org](mailto:cwoods@columbuschoolforgirls.org)

Handwritten signature of Jeni Blackburn.

Jeni Blackburn  
Admission and Tuition Assistance Coordinator  
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