



Columbus School for Girls

Dear CSG Financial Aid Applicants:

We recognize the important investment you have made in your daughter's future by providing her with a CSG education, and look forward to working with you through the CSG financial aid application process for the 2019-20 school year.

Every year, you will need to fully document your family's financial circumstances using the online financial aid application provided by School and Student Services (SSS). CSG's Financial Aid 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 financial aid award will also be consistent from one year to the next. Financial aid awards typically increase to cover a portion of the tuition increase.

Financial aid applications from current CSG families are due December 1, 2018. 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 2019* as long as funds are available.

Step 1: Complete the Parents' Financial Statement (PFS) Online. Visit <https://sss.secure.force.com/familyportal> 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. Your most recent pay stubs or other documentation of your 2018 income to date
2. If you own a business please provide one or more of the following to corroborate business income for 2018:
 - Small business income statement as of end of year 2018 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 2018
 - Small business end of year balance sheet with bank statements showing deposits to corroborate income for past 3 months of 2018

CSG's financial aid committee will make a financial aid decision based on the estimates you provide on your PFS. You will receive a financial aid award in late January, along with your enrollment contract for the 2019-20 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 11, 2019.

By April 15, 2019, you will need to upload your 2018 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 financial aid 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 financial aid award.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Chelsea Woods".

Chelsea Woods
Director of Enrollment Management
cwoods@columbuschoolforgirls.org



Columbus School for Girls

Financial Aid Timeline for Current Families

- December 1, 2018** Deadline for Financial Aid Applications. Visit <http://sssbynais.org/parents> to access and complete the Parents' Financial Statement (PFS) Online. CSG's school code is 2536.
- Submit Parents Financial Statement Online
 - Upload your most recent pay stubs or other documentation of your 2018 income directly to SSS.
- January 28, 2019** Reenrollment contracts for 2019-20 and financial aid awards will be published in parent My BackPack Accounts.
- February 11, 2019** Signed reenrollment contracts and \$500 enrollment deposit due. The signed enrollment contract serves as acceptance of financial aid award.
- April 17, 2019** Deadline to upload the following required documents directly to SSS (do not send documents to CSG):
- 2018 Federal Income Tax returns and ALL supporting schedules for individuals as well as corporations, small businesses and partnerships
 - All 2018 W-2s, 1099s, and 1098s
 - Form 4506-T, signed but not dated. Do not specify tax year to request.

Please note: *Pay careful attention to the financial aid deadline of December 1, 2018 for the PFS and supporting documents. Applications received after this date will be considered on a rolling basis beginning in April 2019 as long as funds are available.*