



The Derryfield School

How to Apply for Equitable Tuition

The Application Process

Derryfield partners with School and Student Services (SSS) in our equitable tuition process. SSS offers resources, customer support and a consistent third-party platform to help assess a family's tuition. To begin your Equitable Tuition Application, you will complete the Parent Financial Statement (PFS) in SSS.

Please be prepared to spend some time completing the PFS. It is a comprehensive application that asks a wide-range of questions about your family's financial profile. The application will ask you to provide data from your 2021 taxes, which may not be prepared yet. Please project the 2021 figures (and your 2022 data) as best as possible. Preliminary Equitable Tuitions may be granted until 2021 taxes are verified. SSS provides a wide range of materials that can help you navigate the process at: solutionsbysss.com/parents.

Admission decisions are released electronically on March 10. Admitted families receive acceptance packets and Equitable Tuition rates are detailed inside. In order to reach the Equitable Tuition rate for your family, we use information from the PFS and taxes as a starting point, but also consider our school policies, practices, and budget.

How to Complete the Parents' Financial Statement (PFS)

- Beginning in early October, go to solutionsbysss.com/parents/.
- If you're a new family, create your PFS online account. If you received a discounted tuition last year, login to the Family Portal as you've done in the past.
- Begin a PFS for Academic Year 2022-23 and enter all information with data from your 2020 taxes, and project data for 2021, where indicated. The application can be started and saved as you await updated tax information. We understand that some families may be experiencing a change in their financial situation due to the impact of Covid-19. Parents are advised to write a statement in the comments section of the PFS describing significant changes in income.
- After you've pressed submit, you'll be brought to a payment screen. The fee of \$55 is non-refundable. If your family's financial profile qualifies for a fee waiver, this will be automatically applied by SSS at checkout.

How to Submit Additional Required Documents

- After you submit and pay your PFS, you will have access to a section called "My Documents."
- Prepare your documents to be uploaded: make certain that different documents are saved as separate files. Remove any security or password protection from your files.
- From your PFS online, go to the "My Documents" tab and follow the instructions to upload.
- Once you've uploaded a document, the date will appear in the "Date Uploaded" column. The verification process for tax documents can take up to 48 hours to complete.

How to Submit Additional Required Documents by Mail

If you wish to submit your required documents by mail instead of upload, send to School and Student Services, PO Box 449, Randolph, MA 02368-0449. For overnight service, use: SSS, Application Processing Center, 15 Dan Road, Suite 102, Canton, MA 02021.

Key Information

- Our school's full name: **The Derryfield School**
- Our school's SSS code: **2800**
- Contact for our Equitable Tuition Specialist: **Sarah Edwards, sedwards@derryfield.org**
- Documents we require you to submit, in addition to the PFS: Finalized copies of your 2020 and 2021 tax returns with ALL schedules, as well as all W2s and 1099s. S-Corp and partnership business owners are required to submit K1 documents. Families with multiple children in tuition charging schools may be asked to provide proof of tuition.
- The due date for completing the PFS and submitting additional documents is February 1, 2022. Families may submit 2021 taxes by February 7. If 2021 taxes are not received by the deadline, the school will review 2020 taxes and will provide a preliminary equitable tuition for your family. Final tuition rates will be confirmed after verification of 2021 taxes.

If you need help completing the PFS, contact SSS customer service at (800) 344-8328.