



Brookfield School

2022-2023 Financial Aid Overview

6115 Riverside Blvd., Sacramento, CA 95831 Website: www.BrookfieldSchool.org (916) 442-1255

Financial Aid Process

Brookfield School is pleased to make financial aid available for the coming school year. Financial aid applicants will apply online, using the SSS Family portal. SSS is part of Community Brands, a well-respected group of software and service companies working closely with more than 4,000 schools across the United States. Please note that SSS charges a \$55 fee, which must be paid by applicants in order to submit an application. Applicants will fill out the Parents' Financial Statement (PFS) at the SSS website. Once all required documents have been submitted, SSS will provide Brookfield School with a financial analysis. These results are used along with other criteria to determine the amount of financial aid which can be offered.

The award notification will be made and communicated by Brookfield School. If awarded aid, the student's deposit amount will be half of the usual \$500 amount (\$250, nonrefundable) and payment financing fees will be reduced to \$0. Additionally, incoming students who receive financial aid awards will not be charged a registration fee. The notification of the financial aid award will be accompanied by a revised Tuition Agreement, which must be signed and returned to the school office with the deposit and other registration forms within 7 days in order to complete the student's registration. Submitting a revised tuition agreement with a tuition deposit will indicate that the enrollment offer has been accepted and will reserve the student's space for the upcoming school year.

Families who receive financial aid awards are asked to participate in one hour of service time to the school for each \$100 of aid that is awarded. If registration forms are submitted after the stated deadlines, this will incur 10 additional service hours, to be added to the award agreement.

Financial aid is awarded at the time of acceptance and is applied as a tuition credit. Placement and funding are subject to testing, class size restrictions, and funding availability. All available discounts (including the sibling discount) are factored into service hour amounts and financial aid awards. Families who do not qualify for financial aid will submit the standard tuition deposit of \$500 with their Tuition Agreement.

Registration Deadlines

New incoming students are welcome to apply at any time.

Returning students must submit all registration forms and the tuition deposit by February 15 in order to guarantee their space in the upcoming school year. 'Late' tuition amounts will apply (for current students) if registration documents are not submitted by March 25.

Adhering to the timeline below will offer students the best chance to be accepted and awarded financial aid in the upcoming school year; after this date, acceptance will be on a space-available basis.

Current Students		New Students	
Submission Deadline	Financial Aid Applicants	Submission Deadline	Financial Aid Applicants
N/A		Application For Admission	2/15/2022
		Pay \$100 New Student Assessment Fee	2/15/2022
		Teacher Evaluation Form	2/15/2022
2/15/2022	3/15/2022	Registration Information Form	3/31/2022
2/15/2022	3/15/2022	Direct Debit Form	3/31/2022
2/15/2022	3/15/2022	Tuition Agreement	3/31/2022
N/A		Pay \$150 New Student Registration Fee	3/31/2022
\$500 by 2/15/2022	\$250 by 3/4/2022	Pay Tuition Deposit	\$500 by 3/26/2022
			\$250 by 3/31/2022

Financial Aid Timeline

Application Process Step	Current Students	New/Incoming Students
Complete Parent Financial Statement at SSS website and submit all required documents	2/22/2022	3/17/2022
Financial aid award notification and Tuition Agreement issued to parent	3/1/2022	3/24/2022
Financial Aid Tuition Agreement is returned by parent to school	3/8/2022	3/31/2022
Parent pays \$250 reduced tuition deposit- due with registration documents	3/15/2022	3/31/2022

As a non-religious school, Brookfield welcomes students of all races, religions, and national or ethnic origins. Families come in many variations, and Brookfield welcomes all who qualify academically.



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How to Complete the Parents' Financial Statement (PFS) Online

The PFS is a comprehensive application that will take some time to complete. The PFS application fee of \$55 is nonrefundable. To complete your financial aid application, you will need to fill out the SSS Parents' Financial Statement (PFS). Plan ahead to ensure that you have sufficient time. To prepare for the PFS entry process, you will need to have your two most recent tax returns, and W2 forms. We also recommend that you review the wide range of materials that SSS has put together to help families with the financial aid process. They are found at solutionsbysss.com/parents.

1. Go to the SSS Family Portal at <https://sss.secure.force.com/familyportal>.
2. Create a Family Portal account with your email address and a password. If you applied for financial aid through the SSS portal last year, login to the Family Portal as a *Returning Family* using the same email address and password.
3. Complete a PFS for Academic Years 2021-22 and 2022-23.
4. Once all PFS sections are complete with green checks, the "Submit & Pay" button activates. Follow the prompts to the payment screen. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
5. After you pay for and submit your PFS, you have access to the Family Portal's "My Documents" tab to upload required documents by their deadlines as part of your application process.

The following documents are required to be submitted with your PFS:

- 1040 form with all schedules, worksheets and documents related to special circumstances for both 2020 and 2021
- W2 form for both 2020 and 2021

**Documents related to special circumstances may also be required.*

**Self-Employed Parents: Include all related business forms with your 1040 (Schedule C, Schedule E, 1120, 1065, and K-1.*

To Upload your documents, follow these steps:

1. Prepare your documents to be uploaded. Make sure the documents are on your computer and each specific form is saved as a separate file. Remove any security or password protection from your document files.
2. Return to the Family Portal and log into your account.
3. Select the Academic Year 2022-23 button.
4. Open the "My Documents" tab on the Dashboard.
5. On "My Documents," use the Upload button or hyperlink associated with the specific document name in the "Required Documents" section. Clicking the Upload button or hyperlink leads you through the steps to locate, select, and confirm your file to upload.
6. Click "Submit" to complete your file upload. After you do, the date will appear in the "Date Uploaded" column within minutes of the upload. Repeat this process until all required documents are submitted by their deadlines.
7. Mailing in Documents: If you prefer to submit required documents by mail, you must print your Cover Sheet from the "My Documents" tab and send it with your documents to the address provided at least 10 days before their deadlines.

If you have additional questions, contact our financial aid officer: erik.boice@pinnacleschools.net

Our school's full name: Brookfield School

Our school's SSS code: 200118

Ongoing Requirements

1. The student must meet all academic and other requirements of the school.
2. The student must contribute to the academic and social vitality of the school.
3. The parent and student must demonstrate interest in and support of the school.
4. Families must meet guidelines found on registration forms and in the Parent Handbook.
5. Each family must be active in the Brookfield Parent Association, attend BPA meetings whenever possible, and commit at least three hours of help toward events.
6. Each family receiving financial aid is required to commit one hour of service to the school for each \$100 of financial aid received. Service hours are to be coordinated with the financial aid coordinator or the principal. **If service hours are not completed by June 15th, the signers will be financially responsible for any remaining hours at a rate of \$100/hour.**
7. Financial aid will not be awarded (for the coming year) unless at least half of the service hours have been completed before Feb. 1st.
8. If requested, you must provide financial documents in October and February for a review of your salary to date.
9. Late tuition payments or bounced checks will incur an additional \$25 fee.
10. Your family must remain financially eligible as detailed above to be considered for future financial aid awards.
11. A new Financial Aid Application is submitted yearly to determine the coming year's financial aid award amount.

Need more help completing the PFS?

Contact the SSS Parent Support Team at (800) 344-8328 or sss@solutionsbysss.com.