



# Welcome to Saint James School

6010 Vaughn Road  
Montgomery, Alabama 36116  
334.273.2992

Admissions@STJweb.org  
STJweb.org

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*Saint James School is an independent, nonsectarian, college preparatory school with a student body broadly representative of college-bound students.*

*We are committed to challenging and assisting students in realizing their individual potential and preparing them for lives of responsibility, service, and achievement.*

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Academic support for English Language Learners is available. Saint James School admits students of any religion, race, color, gender, creed, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

## Tuition Assistance

Tuition assistance is available for students in Pre-K3-12th grades. Tuition assistance applies to tuition only. It does not cover the costs for enrollment fees, books, uniforms, after school programs, or other school-related expenses. All students who receive tuition assistance must maintain a 73 average or higher in core academic subjects with no failing grades.

The tuition assistance process at Saint James School requires several steps. In order to ensure you receive full consideration, please complete this process as soon as possible. The paperwork deadline for early decision notification is February 11, 2021.

To be considered for tuition assistance, you must complete an application for each school year. If your child is a new student, he or she must have been accepted for enrollment to Saint James School before the tuition assistance process starts.

If a child's parents are divorced, both custodial and non-custodial parents (if a parent or both parents are remarried) must submit *all* tuition assistance documents. There will be no exceptions to this requirement, which is mandated by the National Association of Independent Schools (NAIS) financial assistance principles. Please note that information received from one parent is never shared with the other parent.

Saint James School utilizes the services of the School and Student Services (SSS), an organization utilized to obtain tuition assistance recommendations. The SSS organization does not award tuition assistance. SSS assists NAIS member schools throughout the nation in making recommendations as to the amount of money a family can contribute toward a child's education.

Saint James School makes the decision about the amount of tuition assistance awarded based on the SSS recommendation, the criteria for tuition assistance as established by Saint James School's Board of Trustees, the approved budget for tuition assistance, and the family's financial need.

# Tuition Assistance Application Procedure

SSS Requirements: A Parent's Financial Statement (PFS) must be filed on-line at [sssbynais.org/parents](http://sssbynais.org/parents) (see attached instructions). If you need help completing the PFS, contact the SSS HELPLINE number at 1-800-344-8328 or email [sss@nais.org](mailto:sss@nais.org). A PFS is required from both custodial and non-custodial parents.


School Requirements: All tuition assistance applicants must also complete the attached Application for Tuition Assistance. Following the direction of the FAFSA for College Financial Assistance, we are using the prior, prior year tax returns (2019) along with the 2020 W-2s and 1099s. This alleviates any difficulty in not having 2020 tax returns filed by April 15, 2021. We will not process your application without copies of your 2019 tax return and current year (2020) W-2s and 1099s. An application and tax forms are required from both custodial and non-custodial parents.

FOR FAMILIES NEW TO SAINT JAMES SCHOOL, ALL TAX DOCUMENTS AND TUITION ASSISTANCE APPLICATIONS ARE DUE TO THE BUSINESS OFFICE BY FEBRUARY 11 FOR PRIORITY CONSIDERATION.

Applications can be hand delivered to the business office or mailed to:

Saint James School  
Tuition Assistance  
6010 Vaughn Road  
Montgomery, Alabama 36116-1202

The Office of Admissions serves as the liason between the business office and our new families. All tuition assistance applications are processed by the Saint James School Business Office. Tuition Assistance decisions will be mailed with Admissions Acceptance Letters. If you have any questions, please feel free to contact the Admissions Office at 334.273.2992  
Sincerely,



Elizabeth Hawke  
Director of Admissions and Enrollment  
Saint James School

**SAINT JAMES SCHOOL  
TUITION ASSISTANCE APPLICATION  
2021-2022 ACADEMIC YEAR**

The information on this application is provided for the use of Saint James School only.

FOR EARLY ADMISSIONS DECISION NOTIFICATION OF NEW FAMILIES, THE COMPLETE TUITION ASSISTANCE APPLICATION IS DUE TO THE BUSINESS OFFICE FEBRUARY 11th.

AFTER THESE DATES, CONTACT THE ADMISSIONS OFFICE.

Father's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employed by: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mother's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employed by: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

If you, your spouse, or your child(ren) is self-employed or own a business (sole proprietor, partnership, or corporation), state the name of that business below and attach all IRS tax returns for that business for 2019:

Name of Business: \_\_\_\_\_

Name of student(s) for which you are applying for tuition assistance:

Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ 2021/2022 Grade: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ 2021/2022 Grade: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ 2021/2022 Grade: \_\_\_\_\_

Have you ever received tuition assistance from Saint James School: YES NO

How much do you feel you can afford to pay yearly for your child(ren) to attend STJ? \_\_\_\_\_

Did you receive tuition assistance from Saint James School for 2020-2021 Academic Year: YES NO

State the basis for this request for tuition assistance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Has any other individual paid any portion of the tuition or fees for any of your children in the past? Yes No  
If Yes, please complete the following:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employed by: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Portion of tuition/fees they paid: \_\_\_\_\_

Portion of tuition/fees you paid: \_\_\_\_\_

Do you expect this person to continue to pay a portion of the tuition or fees for any of your children: YES NO

If NO, why not? \_\_\_\_\_

Information provided to the School and Student Service for Financial Aid (SSS) will be used to determine the applying parent's portion of tuition due for the 2021-2022 academic year. Any other party must pay full tuition for the portion for which they are responsible. In cases involving separation or divorce, both custodial and non-custodial households are required to complete the SSS Parent's Financial Statement (PFS). Saint James will take into account the custodial and non-custodial parents' spouse's income.

Tuition assistance at Saint James School covers tuition only. It does not cover books, after school programs, or other school-related fees and expenses. While Saint James School will take into consideration previous tuition assistance arrangements, the school cannot guarantee future tuition assistance will be the same as prior years. Decisions will be based on the SSS recommendation, the criteria for tuition assistance established by the school's Board of Trustees, the approved budgetary limits on financial assistance, and the family's financial need compared to the need of other applicants.

By signing below, I certify that all of the information on this form is true and complete. I acknowledge that intentionally providing false or misleading information will result in automatic denial of tuition assistance. I further authorize Saint James School to perform a credit check on any individuals listed on my tax returns.

Note: If two parents/guardians are applying for financial assistance or are listed on the accompanying tax returns, both must sign this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You must fill out the Parent's Financial Statement online at [sssbynais.org/parents](http://sssbynais.org/parents) for your tuition assistance application to be complete.

For Early Decision Notification of New Families, the complete application is due to the business office February 11th. After these dates, contact the Admissions Office.

# Applying for financial aid

for the 2021-2022 academic year

We partner with School and Student Services (SSS) in our financial aid process. To begin your financial aid application, you will complete the SSS Parents' Financial Statement (PFS) then submit the required documents for our school indicated below.

The PFS is a comprehensive application that will take some time to complete. Give yourself the time you need by not waiting until our deadline approaches. You'll need your most recent tax return before beginning the PFS. We also recommend reviewing SSS resources to help families with the financial aid process. They are found at <http://www.solutionsbysss.com/parents>.

We will communicate our financial aid decision to you. To make our decision, we use the information from the PFS as a starting point and consider our school policies, practices, and available budget.

## How to complete your Parents' Financial Statement (PFS) online

- Beginning October 2, 2020, go to the SSS Family Portal at <https://sss.secure.force.com/familyportal>.
- Create your Family Portal account with your email address and a password. If you applied for financial aid last year, log into the Family Portal as a Returning Family using your same email address and password.
- Complete a PFS for Academic Year 2021-22. You can log out at any time and return later to finish it.
- When all PFS sections are complete with green checks, the Submit & Pay button activates. Follow prompts to the payment screen. The \$55 fee is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system.
- After you pay for and submit your PFS, access to "My Documents" activates to upload required documents by their deadlines as part of your application process.

## How to submit your required documents online

- Prepare your document files for uploading. Make sure the documents are on your computer and each specific form is saved as a separate file. Examples: a) 1 PDF file for the 1040 with all schedules and worksheets included, b) each W2 saved as its own file. Remove any security or password protection from your files.
- Return to your Family Portal account and confirm you are on the Academic Year 2021-22 Dashboard.
- Open "My Documents" from the Dashboard.
- In the "Required Documents" section, use the Upload button or link associated with the specific document type. Follow prompts to locate, select, and confirm the file to upload.
- Click the Submit button to complete your upload. 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.
- **Mailing in Documents:** If you prefer to submit required documents by mail, you must print your Cover Sheet from "My Documents" and send it with your documents to the address it provides at least 10 days before the deadlines.

## Key information you need to know about our school as you complete the 2021-22 PFS

Our school's full name: Saint James School Our SSS code: 6510

Contact information for our financial aid office: Elizabeth Fritz, 334-273-3010, [efritz@stjweb.org](mailto:efritz@stjweb.org)

1<sup>st</sup> Round Grades PK3-12: DUE DATE for completing the PFS is February 11, 2021. Due date for submitting additional documents listed below is February 11, 2021.

Documents we require you to submit with your PFS:

**1040 with all schedules and worksheets\***

Tax Year: xx 2019

**W2 Form**

Tax Year: xx 2020 xx 2019

**1099 Form**

Tax Year: xx 2020 xx 2019

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

Need help with your PFS or required documents?

Contact SSS Parent Support at (800) 344-8328 or [sss@communitybrands.com](mailto:sss@communitybrands.com).