

# Financial Aid Forms & Principles

## FORMS

1. All **parents and/or guardians**, including those who have never married or are divorced or separated, as well as stepparents, must submit all of the required financial aid application documents in order for their child to be considered for a tuition grant.
2. A completed online Parents' Financial Statement (PFS) at <https://sssandtadsfa.my.site.com/familyportal>. SSS generates a Report of Family Contribution (RFC) for Greenhill after analyzing the completed PFS.
3. A complete, signed copy of all **2021, 2022, and 2023 Federal Income Tax Forms**, including a copy of all W-2 forms and all accompanying schedules. If taxes were filed electronically, you may upload the Electronic Postmark-Certification of Electronic Filing page in lieu of printing and signing a paper copy of the return.
4. If a parent/guardian owns a business, a copy of all **2021, 2022, and 2023 Federal Income Tax Forms** and all accompanying schedules for each business owned. A completed **2023 Profit and Loss Statement (P&L)** may be submitted if taxes are not filed.
5. A copy of all parents'/guardians' most recent **paycheck(s)/pay stub(s)**.
6. A **written explanation** of any unusual circumstances that have affected your family's financial situation this year that you would like Greenhill to consider.
7. Upon submitting your PFS, required forms may be uploaded online at <https://sssandtadsfa.my.site.com/familyportal> on your **My Documents** page. An option to mail your documents will also be available, but uploading is recommended for faster receipt and processing.

## PRINCIPLES

We use the following guiding principles to ensure that we distribute awards fairly and equitably:

1. The School considers financial aid as the single most important vehicle to maintain an economically diverse student population.
2. Financial aid is distributed to qualifying families of students in grades prekindergarten through 12. The School strives to meet 100 percent of a financial aid recipient's family need as determined by School and Student Services for Financial Aid (SSS) and all other supporting documents.
3. A supplemental support budget exists to enable students to participate in all aspects of school life on an equitable basis.
4. The School recognizes the increasing burden tuition places on middle-income families, and the Financial Aid Committee works to ensure that Greenhill is an affordable option.
5. Families must reapply for financial aid each year.
6. Greenhill gives priority to families who have previously received aid prior to making any new commitments.
7. When a parent does not work and there are no preschool children or aging parents at home, the School assigns an annual income between \$20,000 and \$60,000 to the nonworking parent/guardian. Level of education of parent is used in determining assigned income amount.
8. All parents and/or guardians, including those that have never married or are divorced or separated, as well as stepparents, must submit all of the required financial aid application documents in order for their child to be considered for a tuition grant.

For more information on Greenhill's financial aid program, watch a recording of the online information session [here](#).