



How to Apply for Tuition Assistance (New Families)

Consider which of the categories below apply to you and follow the instructions for that category.

1. **Your income is under \$110,000. Apply for Tuition Assistance**
 - a. Complete the online PFS (see below for instructions) and submit the first two pages of your most current 1040 tax return (and Schedules C and E if you are self-employed or have a business) to SSS online through their portal.
 2. **Your income is over \$110,000 and you are able to pay the Tuition MAX Percentage as stated on the Tuition MAX Application. Apply for Tuition MAX**
 - a. Complete and submit the Tuition MAX Application.
 - b. Submit the first two pages of your most current 1040 tax return (and Schedules C and E if you are self-employed or have a business) to the GRTWA office.
 3. **Your income is above \$110,000 but due to extenuating circumstances, you cannot afford the Tuition MAX Percentage as stated on the Tuition MAX Application. Apply for Tuition MAX Exception**
 - a. Write a letter to the Tuition Assistance Committee explaining why you need an exception to the stated cap and stating what tuition amount you would like the committee to consider.
 - b. Submit the letter along with the Tuition MAX application to the GRTWA office.
 - c. Complete the online PFS (see below for instructions) and submit the first two pages of your most current 1040 tax return (and Schedules C and E if you are self-employed or have a business) to SSS online through their portal.
- Access the PFS application at <https://sss.secure.force.com/familyportal>. Our School Code Number is **3798**. Make sure to enter this correctly as we will not receive your application if you enter the wrong code. Upload your most recent tax return through the secure portal.
 - Make and keep a copy of all work before submitting it.
 - Complete the portion of the application in which you can further explain your circumstances, or provide a separate letter and submit it with your tax return (if not uploaded to portal).

All documents should be submitted to the GRTWA office in an envelope marked **TO THE TAC: PERSONAL AND CONFIDENTIAL**. Only when all of the appropriate steps have been completed and the required documents are received will your application be considered by the Tuition Assistance Committee.

If you have any questions, contact the GRTWA office.