

# Financial Aid Application

## Procedure Checklist

### Step 1.

Financial Aid applications are processed through School and Student Services (SSS). Please visit their website at [solutionsbysss.com](http://solutionsbysss.com). Click on "Log In" then click "Families." If you are an existing family you can log into your previous account. New families will need to create an account. You will complete and submit the SSS Parents' Financial Statement ("PFS") application online by February 15.

- Woodlawn's ID number is 4263

### Step 2.

After submitting the PFS you will need to upload copies of the following documents:

- Current Year's Federal Tax Return (1040)
- Current Year's W2's
- 1099 (if applicable)
- Prior Year's Federal Tax Return (New FA families only)

### Step 3.

If applicable, mail or deliver copies of the following items to Woodlawn School's Admission Office:

- Divorce or separation decree that indicates financial responsibility related to cost of education by either partner
- Custody arrangement
- Disability Documentation
- Unemployment or severance agreements

### Step 4.

Financial aid awards will not be granted until all required documentation has been received. Families are notified of grant decisions by electronic letter. As a reminder, financial aid can not be awarded until the student's application is complete and Woodlawn has offered enrollment to the student.

### *Financial Aid Mailing Address (if applicable)*

Woodlawn School  
Admissions Department  
135 Woodlawn School Loop  
Mooresville, NC 28115

