

Financial Aid Application Instructions

If you are interested in applying for Financial Aid at Eastside Community School (ECS), you should begin the process as soon as you are accepted to the school. The Financial Aid (FA) process can be done at the same time as the Enrollment process for both new and returning student enrollments. Don't put off Enrollment while you wait for your FA award amount. If you do not accept your FA award amount, ECS will refund your Enrollment Fee and Deposit, along with any prepaid and unused tuition payments, less a \$100 administrative fee for processing, and release the family from any future tuition responsibility for the remainder of the school year.

Mid-Year Financial Aid Applications

- Families enrolling mid-year may apply for financial aid.
- If the student's planned start date is prior to the estimated completion of the financial aid process, the family will be sent a provisional tuition agreement for 10% of the pro-rated tuition for the remainder of the school year, along with the financial aid enrollment fee.
- The family should begin the financial aid application process immediately and complete their application within two weeks.
- Once the financial aid application process is complete, the family's tuition agreement will be amended to reflect the actual grant received.

Application Process

ECS utilizes a web-based system, built by a company called TADS, for both FA and Enrollment. Below is a step-by-step process for FA applicants:

1. Go to the [TADS financial aid family portal](#).
2. Create a new account (unless you already have an SSS account).
3. Complete a Parents' Financial Statement (PFS) for the corresponding school year. 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 will become activated.
4. If you have applied for financial aid at another school which uses SSS, and you have already submitted a PFS for the same school year, you should not need to submit another one. Instead, add the ECS partner code to your PFS to make your PFS visible to us.
5. Eastside Community School's partner code is **200356**.
6. Pay the nonrefundable PFS fee of \$55 to submit your PFS. Once you submit the PFS, it cannot be withdrawn.

7. Upload the required supporting documents (see list below). Please note that we cannot evaluate your application until we have received all the supporting documents required. Instructions for submitting the required documents can be found [here](#).
- Most recent, signed Federal Tax Return – including all supporting schedules
 - Most recent W-2s and/or 1099s
 - Two most recent paystubs
 - Mortgage statement (for any mortgages)
 - Loan statements for any other debt listed on the application

If you are self-employed we require the following additional documents:

- Most recent, signed Federal Business Tax Return
- Most recent income statement and balance sheet

Please note that in the case of two-household families, we require that each parent/guardian submit a separate application. Financial Aid decisions are based on the combined ability of all parents/guardians to pay for tuition in such cases.

TADS will provide the financial aid manager with an estimated financial contribution, which will be used as the basis for determining a Financial Aid award, about two weeks after you have submitted your application and supporting documents. ECS will contact you at that time to discuss the FA award.

To get answers to specific questions or for other assistance with the process please contact the Family Portal Support Center at (800) 344-8328 or via [email](#).

If you have questions about the overall process, contact Janine Cleland by sending [an email](#) or calling 425-598-2914.

Helpful Resources:

- If you aren't sure how to complete your PFS, a great place to begin the process is the [SSS/TADS Website for Parents and Families](#)
- [Family Guide to Financial Aid](#)
- [PFS Workbook and Instruction Booklet](#)
- [Tips for completing your financial aid application](#)
- [Fee Waivers FAQ](#)