

# How to Apply for Tuition Assistance

1. Take time to review the **Questions about Tuition Assistance** fact sheet.
2. Click on **Apply For Tuition Assistance** to go to the School & Student Services (SSS) page.
3. Get logged in, enter all required data, and submit your SSS application. You will pay a fee to submit the application. Bellevue Christian's SSS Code is **1552**.
4. Once you have completed the entry of your data and paid the fee, your next step will be to **upload the following documents to SSS**:
  - The complete 2024 1040 tax return (include **all** schedules)
  - All 2024 W-2s (upload each W-2 separately). W-2s are required even if already noted in the 1040 return.
  - All 2024 1099-NECs, 1099-INT, 1099-G, and any other 1099 for receipts of funds.
  - If missing, also upload the complete 2023 1040 tax returns (include all schedules)

If you file the 1120S, under the 'additional documents' section, please upload:

  - 2024 complete 1120S tax return and K-1s
  - 2023 complete 1120S tax return and K-1s
5. Complete the **Supplemental Application** (linked [here](#)) and email it directly to **Student Billing**.
6. Your Tuition Assistance Application is considered **complete** when:
  - ✓ Your data has been entered and the SSS application is submitted;
  - ✓ All required tax documents have been uploaded to your SSS application; and
  - ✓ The Supplemental Assistance Application has been emailed to Student Billing.
7. If separated or divorced, please also submit your current **Parenting Plan** and **Order of Support** directly to **Student Billing**.

Please note that once your documents have been uploaded to SSS, you may be requested by either SSS or Bellevue Christian to upload additional documents.