



Enter the deadline date for families to submit their PFS to your school. You can enter the same or different dates for your new and returning students.

## Awarding Dates

This optional setting allows up to five (5) awarding dates. Add notes and indicate if the date is for new or returning students.

▼ Awarding Dates

**You can enter up to five (5) awarding dates.**

Entering awarding dates will help your organization with reporting and provides valuable information on your process and aid calendar to our support and FAA teams. As a best practice, aid awarding dates are most commonly several weeks after the application deadline.

Award Type	Date to Award	Note
--None--		

## Application Preferences

In this section you will choose your Open Date Type and Application Open Date.

▼ Application Preferences

The Application Open Date is the date that you begin reviewing your applications. It is not exposed to your families. It is FYI only for our support team as they answer inquiries from your families.

\*Open Date Type

Application Open Date

--None--

☐ Require families with returning students to include the Student ID with their application?

Save Application Preferences

- Fixed Open: Your application will open on this date.
- Soft Open: Your application will open on September 1.

## Deadlines for Required Tax Documents

TADS allows schools to require tax documents from parents that they can upload via the Family Portal. You can require up to the two most recent consecutive years (Current Year and Prior Year). Enter your deadline dates for the tax year(s) your school requires. **Current year tax forms cannot have a deadline before 2/1/XXXX.**

Annual Settings does not include deadline fields for tax years that are not selected on the **Required Documents** sub-tab of Setup. If you need to update your selected documents to add the tax year, go to Required Documents. add/remove year-specific documents, then return to the Annual Settings sub-tab to enter deadline dates.

You can also set up auto-email reminders for unsubmitted PFSs and outstanding required documents. These emails are sent on your school's behalf by the TADS system. Check the box to add the date fields.

\*For outstanding document reminders, the system does not allow an email reminder before your PFS submission deadline date. Parents cannot upload documents to an unpaid/unsubmitted PFS in the Family Portal.

## PFS: Supplemental Questions

\*Adding PFS supplemental questions must be done before October 2 and cannot be changed after that date.

Select up to three (3) additional questions from the bank to add to the PFS for your families to answer. Select **Yes** to view the questions and make your selections. If you do not want to add questions, select **No**. You can make your supplemental question(s) optional or required. The default is required.

After selecting your three questions. You may indicate whether a question is required by selecting the Required box next to each question. If the question is not required, it will be optional for the family to submit an answer.

## Tuition and Fees

Enter your school tuition and other expenses to accurately review financial need for your applicants. You have the option enter One Schedule per Grade or One Schedule for entire School, whichever fits your tuition structure.

## Questions?

School Support – 855.230.7850 | [tads-fasupport@communitybrands.com](mailto:tads-fasupport@communitybrands.com) | Submit a portal Support Ticket