

Welcome to Blackbaud Financial Aid Management! If this is your first time filing an application, please select “Create Account:”

Blackbaud Financial Aid Management™

Welcome!

Please sign into your account below to complete your financial aid application or create an account if you are a new user.
Simply follow the on-screen prompts and if you have any questions during the process, please feel free to contact us at ☎ 1 (800) 360-8027 or ✉ financialaidsupport@blackbaud.school.

New User

If you're a first time Blackbaud Financial Aid Management applicant, please create an account.

Create account

Already have an Account

username/email

password

Go

Forgot password?

First, we will create an account that you will use to file applications not only for the current year, but also for years to come with Blackbaud Financial Aid Management:

Blackbaud Financial Aid Management™

Create an Account

first name

last name

email (this will be your username)

Password (minimum of 6 characters with at least one upper and lower case letter, number, and symbol)

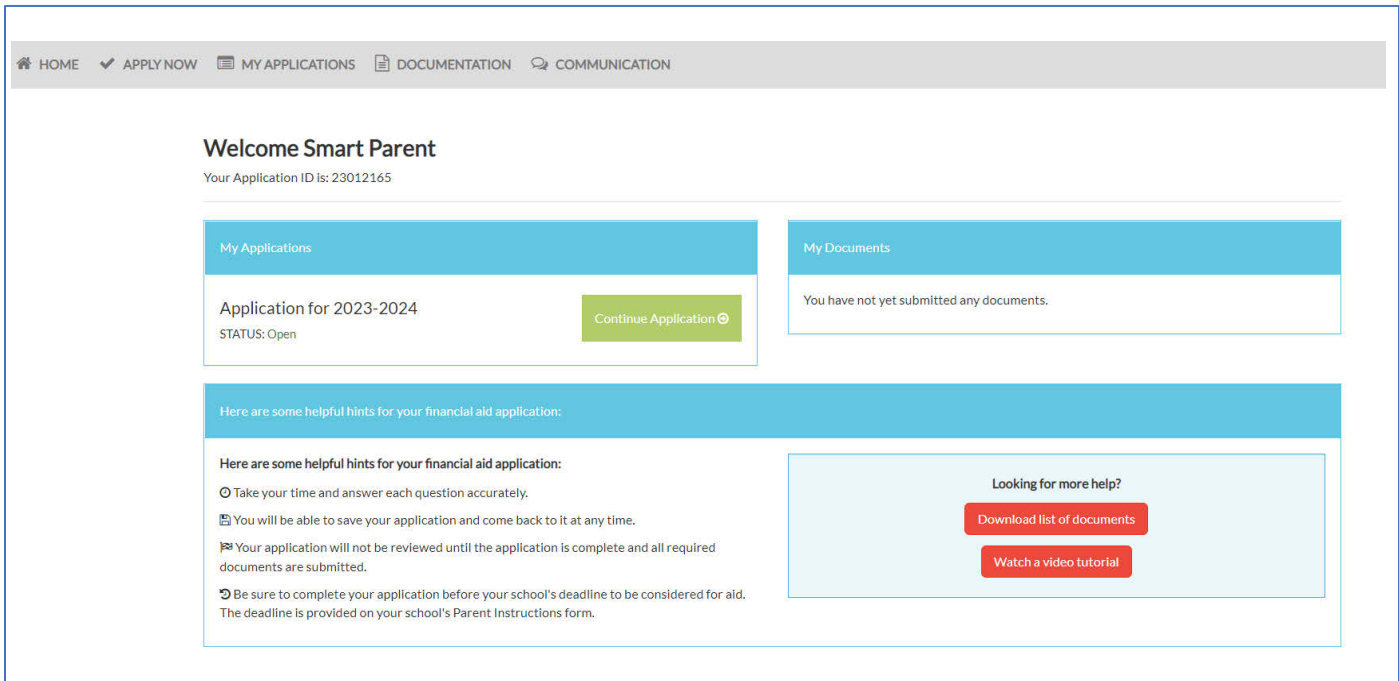
confirm password

ⓘ When creating an account, we will verify your email address by sending an email. Click the link from your email to login to Blackbaud Financial Aid Management with your username (email address) and password.

Save and check email to complete registration

Next, as the green button indicates, you must check your email for a verification link sent from customerservice@smarttuitionmessages.com. Please be sure to check your spam and junk mail folders, in case your email account identifies this email as such. Upon receiving the email, simply

click the verification link within, and you're ready to complete your financial aid application! After logging into your new Blackbaud Financial Aid account, please be sure to watch the video tutorial, to help you complete the application, or even chat with one of our Customer Support Professionals, right on the application webpage! Once you are ready to begin, click "Continue Application." You will then be prompted to enter the Parent/Guardian information for your *entire* household:



The screenshot shows the "Your Application" form, specifically the "Household Information" tab. The form is titled "A. Parent/Guardian Information -" and includes a link to "Watch a video tutorial for this section". The form contains several fields for entering personal and contact information:

- First Name** and **Last Name** (text input fields)
- Date of Birth** (text input field with a calendar icon, format: mm/dd/yyyy)
- Cell Phone** (text input field with a phone icon, format: (###) ###-####)
- Home Phone** (text input field with a phone icon, format: (###) ###-####)
- Home Street Address** (text input field)
- Apt. #** (text input field)
- Zip Code** (text input field)
- City** (text input field)
- State** (dropdown menu with "Select One" as the current selection)
- Marital Status** (dropdown menu with "Select One" as the current selection)
- Work Status** (dropdown menu with "Select One" as the current selection)

At the bottom of the form, there is a blue button that says "I confirm all details are correct Save & Continue to Dependent Information". In the bottom right corner, there is a "CHAT NOW USING IM." button with a speech bubble icon.

After adding each Parent/Guardian's information, click "Save & Continue to Dependent Information:"

Your Application

Household Information | Income & Expenses | Assets & Debts | Special Circumstances | Submit

B. Dependent Information Watch a video tutorial for this section

Enter all dependents in the household.

First Name: Daughter | Last Name: Test
 Date of Birth: 01/01/2000 | Gender: Male
 School Status: Applying for aid | Upcoming grade: K
 To Daughter Test, Test Parent is: Mother
 Annual Tuition Contributions: Household \$ 0 | Other \$ 0

B.1 Dependent 1 Information Remove

First Name: Son | Last Name: Test
 Date of Birth: 01/01/2000 | Gender: Female
 School Status: Applying for aid | Upcoming grade: 1
 To Son Test, Test Parent is: Mother
 Annual Tuition Contributions: Household \$ 0 | Other \$ 0

Add another dependent

Back | Save & Continue to Students on Application

CHAT NOW USING IM

Please be sure to indicate the children who are applying for financial aid with “Applying for Aid” as their **School Status**. Here, you’ll also see 2 fields under **Annual Tuition Contributions**. The “Household” field indicates how much your family can afford towards the specific dependent’s tuition expense. Similarly, the “Other” field refers to any source from outside of your household that contributes towards the tuition expense. For example, if the student’s grandparents (or other relative) gifted money towards tuition, or if the dependent received a scholarship or grant from another source, that would be indicated here. After adding each of your household’s dependents, click “Save & Continue to Students on Application.” This brings us to the “Select a School” page. Please be advised that you can apply to as many Blackbaud Financial Aid Schools as needed with just one application!

Your Application

Household Information | Income & Expenses | Assets & Debts | Special Circumstances | Submit

Students on Application Watch a video tutorial for this section

Student 1 - Test, Daughter

10427 Smart Aid Demo School

Student 2 - Test, Son

C. Select A School Next

School Code: 10427 School Name: School City: State: Select One Radius: Select

School Code	School Name	School City	State	Grades	Radius	Select
10427	Smart Aid Demo School	Omaha	NE	PK,K,1,2,3,4,5,6,7,8,9,10,11,12	0	<input checked="" type="checkbox"/>

Select student(s)
 Test, Daughter Test, Son

Back Save & Continue to Select A School

CHAT NOW USING IM.

There are several fields where you can search for the school(s) you are applying for. Type in the 5-digit school code listed on the Parent Instructions you've received, the name of the school, or the school's city, then click the green magnifying glass button to search. Your school will then appear within the grid on the page. Once you've selected your school, as seen above, select which of your dependents is attending the school, and click the green "Next" button. When applying for financial aid for additional dependents, please remove the school code from the School Code search bar, then enter the school code for the next school you would like to apply for, and click the green magnifying glass to locate the new school. Just as before, when the school appears, select the school and the dependent that will be applying for financial aid using the corresponding checkboxes. Once you have selected a school for your each of your dependents indicated to be "Applying for Financial Aid," please click the green "Next" button, as seen in the screenshot below:

Your Application

Household Information | Income & Expenses | Assets & Debts | Special Circumstances | Submit

Students on Application Watch a video tutorial for this section

Student 1 - Test, Daughter

10427 Smart Aid Demo School

Student 2 - Test, Son

99999 Our Faithful Test School

C. Select A School Next

School Code: 99999 School Name: School City: State: Select One Radius: Select

School Code	School Name	School City	State	Grades	Radius	Select
99999	Our Faithful Test School	New york	NY	KHalfKFull,1,2,4,5,6,7,8,9,10,11,12	0	<input checked="" type="checkbox"/>

Select student(s)
 Test, Daughter Test, Son

Back Save & Continue to Select A School

CHAT NOW USING IM.

Next, you will be prompted to enter the Grade of your dependent(s) that are applying for aid. Please make sure to enter your student’s grade for the upcoming 2023-2024 school year (not their current grade) and select the Parish you belong to or the Non-Parishioner code. Leaving these fields blank will delay the processing of your application:

Your Application

Household Information | Income & Expenses | Assets & Debts | Special Circumstances | Submit

C. Select A School Watch a video tutorial for this section

Student	School Name	Grade	Code	Tuition
Test, Daughter	Smart Aid Demo School	5	Select	\$ 32,950
Test, Son	Our Faithful Test School	1	Select	\$ 10,000

[Back](#) [Save & Continue to Employment Income](#)

Then you will be asked to enter your Employment Income if you are employed, and your Business Income if you are self-employed:

Your Application

Household Information | Income & Expenses | Assets & Debts | Special Circumstances | Submit

D. Employment Income Watch a video tutorial for this section

i In this section you will tell us about your employment income. Please have your most recent paystubs available.

Parent/Guardian: Select One | Employer Name: | Current: Pick One | Est. Annual Income: \$ | Remove

[Add another employer](#)

E. Business Income Watch a video tutorial for this section

i In this section you will tell us about your business income (if applicable).

Parent/Guardian: Select One | Business Name: | Active: Pick One | Est. Annual Income: \$ | Type of Business: Select One | Percentage Owned: % | Remove

[CHAT NOW USING IM.](#)

After adding your employment and/or Business Information, please confirm that all answers are correct, then click “Save & Continue to Monthly Income:”

Household Information | **Income & Expenses** | Assets & Debts | Special Circumstances | Submit

F. Monthly Income Watch a video tutorial for this section

Do you currently receive monthly income? Yes

(Examples: Food Stamps, Social Security, Child Support, etc.)
Please enter monthly amounts:

Welfare/TANF \$ Food Stamps \$ Child Support \$ Alimony \$ Retirement/IRA \$

Social Security benefits for:
Parent/Guardian \$ Dependent \$ Housing Allowance \$ Miscellaneous \$

Select all that apply for Miscellaneous income:
 Veterans Benefits Foster Care Other

G. Other Annual Income

Do you currently receive additional annual income? Yes

(Examples: Unemployment, Worker's Compensation, etc.)
Please enter annual amounts:

Interest & Dividends \$ Worker's Compensation \$ Unemployment \$ Miscellaneous \$

Select all that apply for Miscellaneous income:
 Capital Gains Winnings
 Inheritance 1099-M
 Assistance from friends/relatives Other

[Back](#) [I confirm all details are correct. Save & Continue to Housing Expense](#)

CHAT NOW USING IM.

After entering all the Monthly and Other Annual Income that is applicable to your household, click the “Save & Continue to Housing Expenses” button. Here, you will be prompted to enter your Housing Information, whether you Own a home, or Rent a home:

Your Application

Household Information | **Income & Expenses** | Assets & Debts | Special Circumstances | Submit

H. Housing Expense Watch a video tutorial for this section

Do you rent or own your primary residence? Own

Monthly Mortgage \$

Current Market Value \$

Total Owed on Property \$

Please enter annual amounts:

Electricity Expense \$ Previous Year Property Tax \$

Gas, Oil, Coal Expense \$ Previous Year Home Insurance \$

Water/Sewage Expense \$ Type of Dwelling ▼

[Back](#) [I confirm all details are correct. Save & Continue to Medical Expense](#)

CHAT NOW USING IM.

The next page will ask for information regarding other expenses that might be applicable to your household:

Household Information | **Income & Expenses** | Assets & Debts | Special Circumstances | Submit

I. Medical Expense Watch a video tutorial for this section

Do you have current or past medical expenses? Select

J. Child Support/Alimony

Do you currently pay child support to others? Select

Do you currently pay alimony support to others? Select

K. Child Care

Do you currently have child care cost? Select

L. Elderly Care

Do you currently have elderly care cost? Select

Back I confirm all details are correct. Save & Continue to Donations CHAT NOW USING IM.

After completing these items, please click “Save & Continue to Donations” to find the Donations section:

Your Application

Household Information | Income & Expenses | **Assets & Debts** | Special Circumstances | Submit

M. Donations Watch a video tutorial for this section

In this section you will tell us about your donations (if applicable).

Do you donate to any charities or organizations? Yes

Name of Charity/Organization	Total Annual Donation	
<input type="text"/>	\$ <input type="text" value="Enter dollar amount"/>	Remove

Add

Back I confirm all details are correct. Save & Continue to Real Estate CHAT NOW USING IM.

If your household makes any contributions to charities or organizations, please list the amounts and the name of the organization, and **add** each separately. Once this is completed, click “Save & Continue to Real Estate:”

Your Application

Household Information Income & Expenses **Assets & Debts** Special Circumstances Submit

N. Real Estate Watch a video tutorial for this section

Do you own any additional property other than your primary residence? No ▾

O. Retirement Plans

Do you currently have a retirement fund set up? No ▾

P. Current Assets

Please enter totals for any that apply to your household

Checking Account	\$ <input type="text"/>	Cash	\$ <input type="text"/>
Savings Account	\$ <input type="text"/>	Stocks, CDs, Bonds, etc.	\$ <input type="text"/>

⏪ Back
I confirm all details are correct. Save & Continue to Vehicles

CHAT NOW USING IM.

Here, you will be asked for information such as, additional property other than your primary residence, retirement plans, as well as current assets. Once these fields have been accurately completed, please click “Save & Continue to Vehicles.” The next page of the application asks questions regarding your family’s vehicles, recreational vehicles, as well as current debts, as seen below:

Your Application

Household Information Income & Expenses **Assets & Debts** Special Circumstances Submit

Q. Vehicles Watch a video tutorial for this section

Which option describes your family's vehicle expense(s)? Select ▾

R. Recreational Vehicles/Boats

Do you own any recreational vehicles/boats? Select ▾

S. Debts

Please enter totals for any that apply to your household

Credit Card	Bank Loans	Other Debts
\$ <input type="text" value="Enter dollar amount"/>	\$ <input type="text" value="Enter dollar amount"/>	\$ <input type="text" value="Enter dollar amount"/>

Student/Education Loans for:

Parent(s)/Guardian(s)	Dependent(s)
\$ <input type="text" value="Enter dollar amount"/>	\$ <input type="text" value="Enter dollar amount"/>

⏪ Back
I confirm all details are correct. Save & Continue to Custom Questions

CHAT NOW USING IM.

After completing the applicable fields, be sure to click “Save & Continue to Custom Questions.” If your school has decided to add any questions to the financial aid application, they will be found here. The custom question required by the Diocese of Grand Rapids will also be found here:

Household Information Income & Expenses Assets & Debts **Special Circumstances** Submit

T. Custom Questions

School Name: Smart Aid Demo School School Code: 10427

1. What is the public school you are assigned to?

2. What high school did the parent(s)/guardian(s) on this application graduate from?

[Back](#) I confirm all details are correct. [Save & Continue to Special Circumstances](#)

[CHAT NOW USING IM.](#)

If your school does choose to implement these, please answer each of the following questions, then click the “Save & Continue to Special Circumstances” button once finished. Next, you will come to a Special Circumstances page where you can include any hardships your family may have recently gone through, or why you are applying for financial aid. Please note that you can select as many of these circumstances that apply to your family, as well as including a custom message, up to 3000 characters, by selecting “Other:”

Your Application

Household Information Income & Expenses Assets & Debts **Special Circumstances** Submit

U. Special Circumstances Watch a video tutorial for this section

- Your household experienced a COVID-19 related matter (income loss, household illness and/or death).
- Your household is expecting another child this year.
- You are in the process of a divorce or separation.
- Your spouse will not cooperate in completing this form.
- There has been a recent death in the household.
- A household member has been recently diagnosed as severely ill.
- A household member has a problem (addiction, mental illness, etc) that is causing financial stress.
- You are a non-custodial parent who is required by your school to complete this financial aid form, in addition to the custodial parent.
- Your household does not pay rent or mortgage.
- Your household does not file a federal tax document (1040).
- A household member is recently unemployed.
- Other

[Back](#) I confirm all details are correct. [Save & Continue to Special Circumstances](#)

[CHAT NOW USING IM.](#)

After completing the Special Circumstances page, click “Save & Continue to Submit.” We’re almost done! The next page is where you will find Family School Codes (Parishioner and Non-Parishioner), your school’s application fee as well as the Terms and Conditions. A family code must be selected in order for you to be considered for financial aid:

After clicking “Save & Continue to Payment,” you are brought to the last page to the application! This page will show you your transaction number, as well as the total amount for the transaction. Please enter your credit card information and submit your payment. That’s it! You’ve successfully applied for financial aid for the 2023-2024 school year! You may now upload your supporting documents for review. Please be aware that no applications will be reviewed without supporting documentation. If you have any questions, please feel free to contact our Parent Support Center at 1-800-360-8027, or email us at financialaidsupport@blackbaud.school .

After completing your application, please see the next page for instructions of how to upload your supporting documentation.

Uploading documents to your financial aid application is as easy as 1, 2, 3!

1. First, login to your <https://studentfinancialaid.blackbaud.school> account and click the “Documentation” Tab.
2. Next, select the type of document and the document file from your computer:

Documentation Watch a video tutorial for this section

Based on the answers you have provided in your application, the below documentation is required for review of your application. Review of your application will not begin until all documents are received.

Required Documents	
Federal Tax Return 1040	<input type="checkbox"/> Document cannot be provided

Submit Documents

Accepted document types: PDF, PNG, JPEG, TIFF. File must be under 25MB

Please upload each document type individually to help us track the documents you've submitted. This will help us identify when your application is ready for review.

Upload documents directly to your application:

Select Document Type ▼

You can upload images or pdf file under 25 megabytes (MB) Browse

3. Then, make sure you've selected the correct file, and click upload. Please be advised that in order for your application to be processed in a timely manner, each document should be uploaded separately and labeled by type.

CAUTION: Once a file is uploaded it cannot be removed without written request to Parent Support.

Documentation Watch a video tutorial for this section

Based on the answers you have provided in your application, the below documentation is required for review of your application. Review of your application will not begin until all documents are received.

Required Documents	
Federal Tax Return 1040	<input type="checkbox"/> Document cannot be provided

Submit Documents

Accepted document types: PDF, PNG, JPEG, TIFF. File must be under 25MB

Please upload each document type individually to help us track the documents you've submitted. This will help us identify when your application is ready for review.

Upload documents directly to your application:

Federal Tax Return ▼

20190926144824119.pdf Browse

Upload Cancel

That's it! As easy as 1, 2, 3!