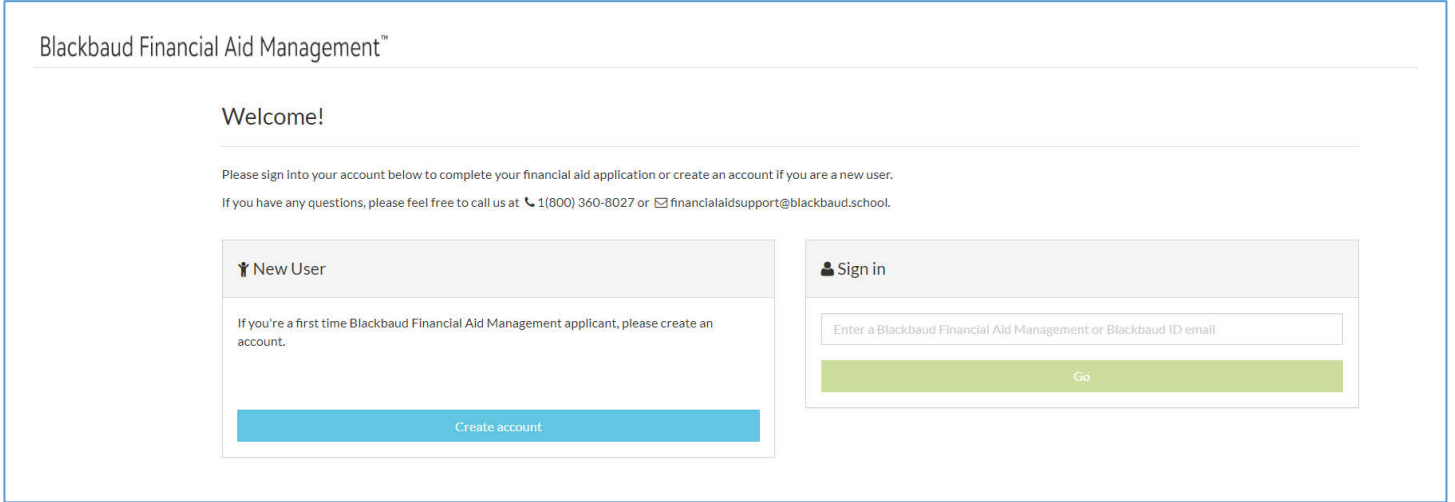
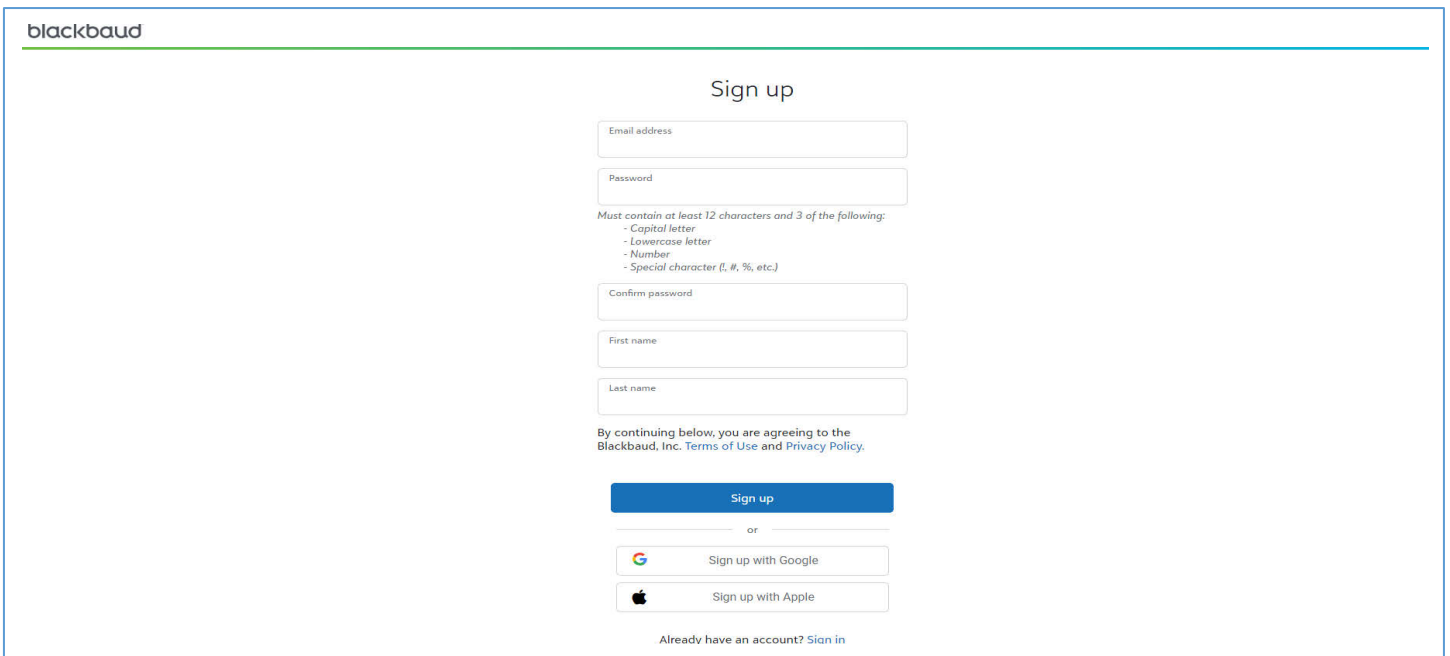


Welcome to Blackbaud Financial Aid Management! If this is your first time filing an application, please select “Create Account:”



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:



Next, 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 "Start Application" or "Continue Application" for the school year you want to apply for. You will then be prompted to enter the Parent/Guardian information for your *entire* household:

The screenshot shows the Blackbaud Financial Aid Management dashboard. At the top, there are navigation links for HOME, MY APPLICATIONS, and DOCUMENTATION. The main heading is "Welcome Test Parent". Below this, there is a section titled "My Applications" with two entries: "Application for 2025-2026" and "Application for 2024-2025" (Application ID: 24344570). Each entry has a green button to "Start Application" or "Continue Application" and a note that "Documents: You have not submitted any documents". There is also a blue "Open" button for the 2024-2025 application. Below the applications, there is a section titled "Here are some helpful hints for your financial aid application:" containing text about the application process and a "Looking for more help?" button labeled "Parent Navigation and FAQ's".

The screenshot shows the "Your Application" form with the "Household Information" tab selected. The form is titled "A. Parent/Guardian Information -" and includes a link to "Watch a video tutorial for this section". A yellow banner says "Tell us about your family." The form fields include: First Name, Last Name, Date of Birth (mm/dd/yyyy), Cell Phone ((###) ###-####), Home Phone ((###) ###-####), Home Street Address, Apt. #, Zip Code, City, State (Select One), Marital Status (Select One), and Work Status (Select One). At the bottom, there is a blue button that says "I confirm all details are correct" and "Save & Continue to Dependent Information". A "CHAT NOW USING IM." button is visible in the bottom right corner.

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: _____

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: _____

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 2025-2026 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

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: [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. In the Medical Expenses section, please be sure to accurately indicate whether your employer covers All, Some, or None of your Medical/Dental insurance.

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?

J. Child Support/Alimony

Do you currently pay child support to others?

Do you currently pay alimony support to others?

K. Child Care

Do you currently have child care cost?

L. Elderly Care

Do you currently have elderly care cost?

[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?

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

[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 2025-2026 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:

The screenshot shows the Blackbaud web interface. At the top, the navigation bar includes 'HOME', 'APPLY NOW', 'MY APPLICATIONS', 'DOCUMENTATION' (circled in red), and 'COMMUNICATION'. Below the navigation bar, the 'Documentation' section is displayed. A yellow banner states: '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.' On the left, under 'Required Documents', there is a table with one entry: 'Federal Tax Return 1040' and a checkbox labeled 'Document cannot be provided'. On the right, the 'Submit Documents' section is circled in red. It contains the text: 'Accepted document types: PDF, PNG, JPEG, TIFF. File must be under 25MB'. Below this, a pink box says: '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.' Underneath, there is a dropdown menu labeled 'Select Document Type' and a text input field with the placeholder 'You can upload images or pdf file under 25 megabytes (MB)'. A blue 'Browse' button is located to the right of the text input field.

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.

This screenshot shows the same Blackbaud web interface as the previous one, but at a later stage. The 'DOCUMENTATION' tab remains circled in red. In the 'Submit Documents' section, the dropdown menu now shows 'Federal Tax Return' selected. The text input field contains the filename '20190926144824119.pdf'. At the bottom of this section, there are two buttons: a green 'Upload' button (circled in red) and a red 'Cancel' button. The 'Browse' button is still present to the right of the text input field.

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