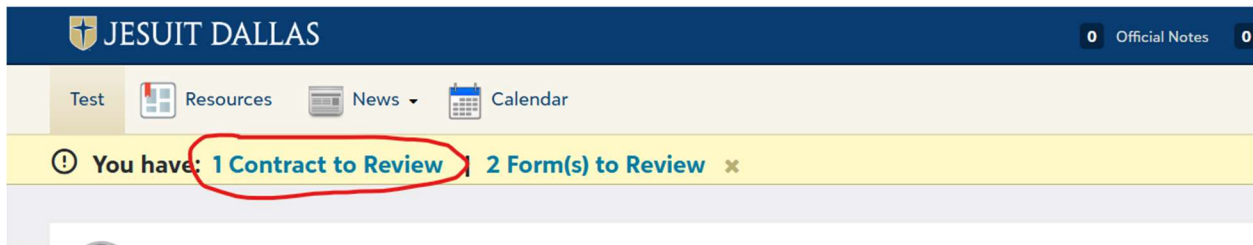


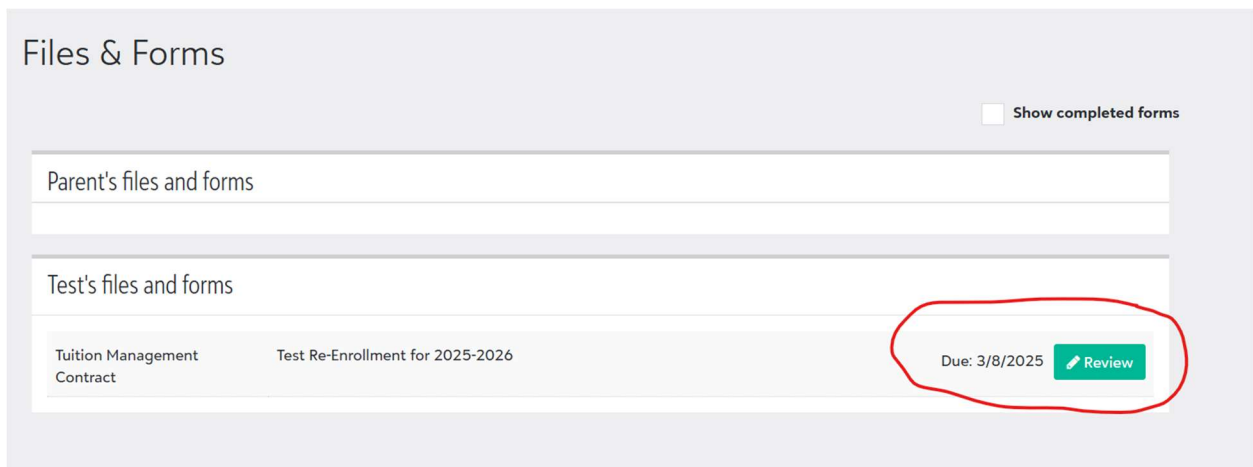
Re-enrollment Contract Walkthrough

General Note – this document was created using a test contract within the Blackbaud system. The name of the contract shown in the images below will not match the contract sent to families as part of re-enrollment.

- Log-in to jesuitdallas.myschoolapp.com (Blackbaud/RangerNet)
 - You will see a contract to review in the banner towards the top of the page. Click the blue link.



- The Tuition Management Contract will be shown on the next screen. Click the green “Review” button the right side of the screen. (Note: Ignore the due date shown below as the tuition management contract will be due two weeks following receipt of the re-enrollment contract.)



- Since 2025-26 is the first-year families will use Blackbaud for tuition and fees, select the “thumb down” button next to “No, I do not already have a Tuition Management account with Jesuit College Preparatory School”.
 - In future years, families should select the “thumb up” button next to “Yes, I already have a Tuition....”

- Once the “thumb down” button is selected, click “Continue to Contract”.

You have: 1 Contract to Review

Test Re-Enrollment for 2025-2026

Jesuit College Preparatory School uses Tuition Management to handle deposits and tuition payment. **Do you have an existing Tuition Management account with Jesuit College Preparatory School?**

Yes, I already have a Tuition Management account with Jesuit College Preparatory School

No, I do not already have a Tuition Management account with Jesuit College Preparatory School

i A Tuition Management account will be automatically created when you submit this Contract. Please click continue below to proceed.

Continue to Contract

- Progress through the pages, reading the content, completing the necessary information, and selecting “Next” at the bottom of the pages. Please note that the contract changes slightly each school year so do not be concerned if one page shown below is not present in the contract. For example: the re-enrollment from the office of the President is not always included in the contract.

Test Re-Enrollment for 2025-2026

Letter from President Michael A. Earsing Re-Enrollment and Financial Obligation Contract Review Letter and Contract Re-Enrollment Payment

Confirmation

- On the page containing the Financial Obligation Agreement, families will need to select the “edit” button (#1) and complete the missing information as necessary.
- Families must then select the payment plan option of 1, 2, or 10 payments (#2).
 - Beginning in May each year, families may contact the finance office at Jesuit Dallas and request a different payment schedule. Requests can be sent to sthain@jesuitcp.org, swait@jesuitcp.org or asoich@jesuitcp.org.
- Once a payment plan option is selected, families will need to select the payment method (bank draft or credit card), and then select a payment due date for the date of the monthly payment drafts.
- Once this information is completed, the parent or guardian will need to electronically sign the contract and select “To Review” (#3).

#1

Please click the edit button and select "Use billing-only information" to provide additional required information that is not currently in your user profile.

Account Holder & Billing Address
Parent Second
No address present

Email Address
asoich@jcpstudents.org

Home Phone Number
No home phone present

Mobile Phone Number
No mobile phone present

Language
No language present

Select a Payment Plan & Method

Payment Plan Options *

- Annual (July)
- Semi-Annual (July/Dec)
- 10 Month (July-April)

#2

- Annual (July)
- Semi-Annual (July/Dec)
- 10 Month (July-April)

Payment Method *

Automatically debit my Bank Account

Payment Due Date *

-- Select a Payment Due Date --

- Select a Payment Due Date --
- 1st - 10 Tuition Payment(s)
- 2nd - 10 Tuition Payment(s)
- 3rd - 10 Tuition Payment(s)
- 4th - 10 Tuition Payment(s)
- 5th - 10 Tuition Payment(s)**
- 6th - 10 Tuition Payment(s)
- 7th - 10 Tuition Payment(s)
- 8th - 10 Tuition Payment(s)
- 9th - 10 Tuition Payment(s)
- 10th - 10 Tuition Payment(s)
- 11th - 10 Tuition Payment(s)
- 12th - 10 Tuition Payment(s)
- 13th - 10 Tuition Payment(s)

Payments made with ACH

#3

This Blackbaud Tuition Management Description of Platform Services and Fees is a part of the [Blackbaud Tuition Management Family Enrollment Terms and Conditions](#).

Last updated: July 2024

Signature Date

Parent Second

If you are not returning to Jesuit, please contact Mrs. Molly O'Sullivan in writing (mosullivan@jesuitcp.org) to review this decision and make sure all appropriate withdrawal steps are handled in a timely and complete way.

- The next screen will allow you to review all information provided within the re-enrollment contract. If the information is correct, click the blue button “Accept”. If the information needs to be changed, you can select the specific form at the top of the page and progress back to the Review page.

Please note that the follow-up fee is separate from any late fee imposed by your student's school.

e. **Returned or Failed Payment Fees:** A fee of \$30.00 will be assessed for each failed ACH or returned check.

As noted above, some schools choose to pay all or a portion of the fees set forth above on behalf of their families. If this is the case for your student's school, your portion of some of the fees described above will be correspondingly lowered.

Occasionally, the services and fees described above may change. BBTM reserves the right in its sole discretion to make such changes.

This Blackbaud Tuition Management Description of Platform Services and Fees is a part of the [Blackbaud Tuition Management Family Enrollment Terms and Conditions](#).

Last updated: July 2024

Signature Date

Parent Second

If you are not returning to Jesuit, please contact Mrs. Molly O'Sullivan in writing (mosullivan@jesuitcp.org) to review this decision and make sure all appropriate withdrawal steps are handled in a timely and complete way.

Top Navigation should you need to edit any of the information. See screenshot below.

Test Re-Enrollment for 2025-2026

Letter from President Michael A. Earsing Re-Enrollment and Financial Obligation Contract

- The next screen displays the Enrollment Fee of \$350 paid to Jesuit Dallas annually as well as the \$56 Administrative Fee paid directly to Blackbaud. Families can select a bank draft or credit card. Families will need to re-enter the payment information

✓ Letter from President Michael A. Earsing ✓ Re-Enrollment and Financial Obligation Contract Review Letter and Contract

Re-Enrollment Payment Confirmation

Deposit

Enrollment Deposit	\$0.00
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Enrollment Fees

Tuition Management Administrative Fee	\$56.00
Enrollment Fee	\$350.00

Total Due **\$406.00**

Payment Options *
-- Select an Option -- Please enter all required information.

Pay & Submit

- Following payment, the final screen will display confirming completion of the process.

Test Re-Enrollment for 2025-2026

✓ Letter from President Michael A. Earsing ✓ Re-Enrollment and Financial Obligation Contract Review Letter and Contract

Re-Enrollment Payment Confirmation

Thank you for your time. This form will not be fully submitted until all responsible parties have had a chance to review and acknowledge.

Thank You