

HOW TO APPLY FOR TUITION ASSISTANCE

NOTE: Applying for Tuition Assistance requires a separate account from your Blackbaud Education Management (myschoolapp) account.

Cardinal Newman uses the Blackbaud Financial Aid Management (BFAM) system to process applications for tuition assistance. The system opens for applications on November 1. Each family interested in tuition assistance must complete the application.

Applications for tuition assistance must be completed each school year. The entire process is on-line and protected by bank-level encryption standards.

Blackbaud provides toll-free telephone, email, and chat support to assist families through the process. The best way to get answers to questions or to solve problems is to contact Blackbaud support:

Telephone Support: (800) 360-8027

Email Support: support@studentfinancialaid.blackbaud.school

Chat Support: Once logged into your account, click the icon in the lower right corner of your screen to live chat with Blackbaud

First Time Users Only – Create Your Account

OR

Prior Year Users – Application Rollover

Each family must submit a new application for Tuition Assistance each year.

Please visit <https://studentfinancialaid.blackbaud.school> and create your account by entering your primary email address as your username.

Blackbaud Financial Aid Management (BFAM) will use this email address to contact you in the event that your application is “On Hold” for missing documentation.

Once you create your username and password, you will receive a verification email. Click the verification link and log in using the username and password you created. If you do not click the verification link, you will not be able to log in or reset your password.

Each family must submit a new application for Tuition Assistance each year.

If you previously created a BFAM account for tuition assistance, that account will roll over into the next school year.

Your username and password will remain the same, as will your Application ID number (with the exception of the first two digits that indicate the school year).

The Parent/Guardian and Dependents section of the application will be auto-filled for you - **you will need to confirm or update your information before advancing to the next sections of the application.**

OVERVIEW

Access the Application:

<https://studentfinancialaid.blackbaud.school>

School ID and Name:

14898 – Cardinal Newman High School

Application and Supporting Documents Due:

December 15

Eligible Grades: 9, 10, 11, 12

Application Fee: \$35

Required Supporting Documentation:

(Applications submitted without documentation will not be processed)

- Most recent pay stubs
- Most recent W-2 forms for all jobs
- Most recently filed federal tax return (1040)
- Most recently filed business tax returns: 1120, 1120S, 1065 (if applicable).
- Supplemental income documentation: Social Security income, Welfare income, Food Stamps, Child Support, 1099-M Forms, Worker’s Compensation, Unemployment, Veterans Benefits, Housing Allowance, etc.
- If you are unable to provide any of the aforementioned items, please submit a Special Circumstance Letter indicating which document(s) you are unable to provide and why. This information will be shared with your school for consideration.

Each document must be uploaded separately under the appropriate document type in order for your application to automatically move into the “Documents Received” status, and ready for review.

TUITION ASSISTANCE APPLICATION INSTRUCTIONS

Get Started: <https://studentfinancialaid.blackbaud.school>

Section 1 – Household Information

Parent/Guardian: Enter the parent or guardian's contact information. Dependent: Enter all dependents that live in the household. For dependents in college, select the "attending another private school" status option.

Section 2 – Selecting A School

Enter our school's five-digit code, **14898**, or name in the search box. After the school is selected, select the upcoming grade for the student, enter the student code (if applicable), and expected tuition (if applicable) for the upcoming year. *Clicking "next" after each section will allow you to move on to each subsequent section.*

Section 3 – Income & Expenses

Enter any income the household receives; employment, business or supplemental. If the work status is selected as 'employed,' 'self-employed,' 'unemployed, receiving benefits,' or 'disabled, receiving benefits,' you will be required to enter this income source in the appropriate section before moving through the application. Please enter all expenses as they pertain to your household.

Section 4 – Assets & Debts

Enter all assets and debts as they pertain to your household.

Section 5 – Special Circumstances

Check off any special circumstance that pertains to your household. If no option available best describes your household's circumstance, please check 'other' and describe your situation. This information is confidential and only available to designated School Administration & Blackbaud Financial Aid Management staff.

Section 6 – Submit

If your school uses family school codes, please make the appropriate selection. Agree to Blackbaud Financial Aid Management's terms and conditions, then click SUBMIT to complete your application.

Notification of Financial Aid

Once your application is processed, a financial aid recommendation will be forwarded to Cardinal Newman High School. All final financial aid decisions, including notification of an award amount, if any, will be made by the Cardinal Newman Tuition Assistance Committee. If you have not received notification regarding financial aid, contact the financial administrator at Cardinal Newman High School: finance@cardinalnewman.org.

FREQUENTLY ASKED QUESTIONS

Q: Who should complete this aid application?

A: Whomever the child resides with should complete this application whether it is a parent, grandparent, aunt/uncle, or legal guardian. There is a section within the application where you can enter contributions from non-custodial parents and relatives.

Q: Why do I need to input my spouse's information if I am remarried and they are not legally responsible for my children?

A: Blackbaud Financial Aid Management's calculation works off of the total household income, therefore include all income, whether the party is legally responsible for your children or not. The system also take into account your spouse's expenses as well as their income. It is important to list all expenses that are asked of within the application.

Q: How will I know if I qualify for tuition assistance?

A: BFAM does not disclose information about the results of your application. All final tuition aid decisions, including notification of an award amount (if any) will be made by your school.

Q: I do not have the required tax documents. HELP!

A: Include the most recent tax documentation you have available. If you are asked for a specific line from a tax document that you have not yet completed, please estimate the projected amount.

Q: What if I want to edit my application?

A: Once an application has been submitted and paid for it can no longer be edited by a parent.

However, if changes are necessary a written statement with the change (including the application ID), should be sent to: support@studentfinancialaid.blackbaud.school