



Shattuck-St. Mary's School 2023–2024 School Settings

Blackbaud Financial Aid Management™

Access Application at:

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

Blackbaud School ID#: 13363 - Shattuck-St. Mary's School

Blackbaud Financial Aid Application Fee: \$45

Deadline Date:

Required Supporting Documentation

Applications submitted without documentation will not be processed.

- **Most recent** paystubs
- **Most recent** W-2 forms for all jobs.
- **Most recently** filed federal tax returns: 1040, 1040A, 1040EZ with all schedules
- **Most recently** filed business tax return: 1120, 1120S, 1065 (if applicable).
- Supplemental income documentation: Social Security income, Welfare, 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.

Creating Your Account

Please visit <https://studentfinancialaid.blackbaud.school> and create your account by entering your primary email address as your username. Blackbaud Financial Aid Management 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. Next, please click the verification link to verify that you are the account holder, and you will then be able to log in using the username and password you created. Please be advised that if you do not click the verification link that is sent to your email address, you will not be able to log in or reset your password.

Submitting Documentation

Documentation should be submitted at the time the application is completed. Please be advised that 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.

- Direct Upload: <https://studentfinancialaid.blackbaud.school> (login with your username and password)

Application Rollover

If you created a Blackbaud Financial Aid Management account to apply for financial aid in a prior year, your application will roll over into the next school year. Your username and password will remain the same, as well your Application ID number (with the exception of the first two digits as that indicate the school year). The Parent/Guardian and Dependents section of the application will be auto-filled for you, you will simply need to confirm the information before advancing to the next sections of the application. If any information from the Parent/Guardian and Dependent section should be updated, please make the necessary changes.

Blackbaud Financial Aid Contact Information

- Phone Support: (800)-360-8027
- Email Support: financialaidsupport@blackbaud.school
- Once logged into your account, click the icon in the lower right corner of your screen to live chat with us.

Notification of Financial Aid

Once your application is processed, a financial aid recommendation will be forwarded to **Shattuck-St. Mary's School**. All final financial aid decisions, including notification of an award amount (if any) will be made by **Shattuck-St. Mary's School**. If you have not received notification regarding financial aid, contact the financial administrator at **Shattuck-St. Mary's School**.

Blackbaud Financial Aid Management™

1. Online Application

Visit: <https://studentfinancialaid.blackbaud.school>

2. 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.

3. Section 2 – Selecting A School

Enter your school's five-digit code (13363) or name in the search box. If you want to search for schools near you that are participating in the Blackbaud Financial Aid Management program, you can search by city and state. Make your selection by checking the select check box. Once a school or multiple schools are selected, you will then need to select the student(s) you wish to apply for aid at the appropriate school(s). After the school(s) have been selected, you will then need to select the upcoming grade for the student, 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.

4. 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.

5. Section 4 – Assets & Debts

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

6. 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 will only be available to designated School Administration and Blackbaud Financial Aid Management staff.

7. 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 online application.

Please be sure to enter all fields with accuracy.

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 including all income, whether the party is legally responsible for your children or not. Our system however, does take into effect your spouse's expenses as well as their income. It is important to list all expenses that are asked of within the application.

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: How will I know if I qualify for aid or not?

A: We do 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. For the date award notices will be given, please contact your school directly.

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 financialaidsupport@blackbaud.school

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

Welcome to Smart Aid!

SmartAid is a financial aid management application from [Blackbaud](#).

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 ✉ support@smartaidforparents.com.

New User

If you're a first time Smart Aid 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:

SMARTAID

Info Contact Us

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

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:

HOME APPLY NOW MY APPLICATIONS DOCUMENTATION COMMUNICATION 2022-2023

Over the next few weeks, you will see updates in our product transitioning away from the "Smart Aid" name and replacing it with *Blackbaud Financial Aid Management*. For more information see our [blog post](#) announcement.

Welcome Smart Parent

Your Application ID is: 22012165

My Applications

Application for 2022-2023
STATUS: Open [Continue Application](#)

My Documents

You have not yet submitted any documents.

Here are some helpful hints for your financial aid application:

Here are some helpful hints for your financial aid application:

- Take your time and answer each question accurately.
- You will be able to save your application and come back to it at any time.
- Your application will not be reviewed until the application is complete and all required documents are submitted.
- Be sure to complete your application before your school's deadline to be considered for aid. The deadline is provided on your school's Parent Instructions form.

Looking for more help?

[Download list of documents](#)

[Watch a video tutorial](#)

CHAT NOW USING IM.

Your Application

Household Information Income & Expenses Assets & Debts Special Circumstances Submit

A. Parent/Guardian Information - [Watch a video tutorial for this section](#)

Tell us about your family.

First Name Last Name

Date of Birth Cell Phone Home Phone

mm/dd/yyyy (###) ###-#### (###) ###-####

Home Street Address Apt. #

Zip Code City State

Select One

Marital Status

Select One

Work Status

Select One

I confirm all details are correct
[Save & Continue to Dependent Information](#)

CHAT NOW USING IM.

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	KHalf,KFull,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

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

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

[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 www.smartaidforparents.com 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 website's 'Documentation' page. The navigation bar at the top includes 'HOME', 'APPLY NOW', 'MY APPLICATIONS', 'DOCUMENTATION' (circled in red), and 'COMMUNICATION'. The main content area is titled 'Documentation' and includes a note: '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.' Below this, there is a 'Required Documents' section with a table listing 'Federal Tax Return 1040' and a checkbox for 'Document cannot be provided'. To the right is the 'Submit Documents' section, which is circled in red. It lists 'Accepted document types: PDF, PNG, JPEG, TIFF. File must be under 25MB' and includes a 'Browse' button. A dropdown menu for 'Select Document Type' is also visible.

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 'Documentation' page as the previous one, but with the 'Submit Documents' section expanded. The 'Upload documents directly to your application:' section is now active, showing a dropdown menu set to 'Federal Tax Return' and a text input field containing the file name '20190926144824119.pdf'. A 'Browse' button is next to the input field. Below the input field, the 'Upload' button is circled in red, along with a 'Cancel' button.

That’s it! As easy as 1, 2, 3!