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
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 Name 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.”

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, 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:

After adding each Parent/Guardian’s information, click “Save & Continue to Dependent Information:”
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!
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:
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:

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

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

The next page will ask for information regarding other expenses that might be applicable to your household:
After completing these items, please click “Save & Continue to Donations” to find the Donations section:

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:”
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:
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 Shattuck-St. Mary's School will also be found here:

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:”
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:

![Image of application form](image)

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.
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:

   ![Documentation Tab](image1)

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.

   ![Upload Document](image2)

That’s it! As easy as 1, 2, 3!