Financial Aid Assessment Information
2024-2025 Parent Information

Blackbaud Financial Aid Management (BBFAM) has been selected by St. Croix Lutheran Academy (SCLA) to conduct confidential financial need assessments for families that may need assistance paying tuition. A new financial aid application is required to be submitted by parents each school year for returning students.

Access Application at:	https://studentfinancialaid.blackbaud.school
Smart School ID#:	**14485** St. Croix Lutheran Academy
Deadline Date:	**03/15/2024**
Family Codes:	**New Family** = *New Family* **Returning** = *Returning Family*
Student Codes:	**New Student** = *New Student* **Returning** = *Returning Student*
Blackbaud Application Fee:	$35

Required Supporting Documentation

Applications submitted without documentation <u>will not</u> be processed.

- **Most recent** paystubs for each parent or guardian
- **2023** 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.

Creating Your Account

Please visit https://studentfinancialaid.blackbaud.school and create your account by entering your primary email address as your username. Blackbaud will use this email address to contact you if your application is "On Hold" for missing documentation. Once you create your username and password, you will receive a verification email. Once you click the verification link to verify that you are the account holder, you will 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. Application IDs must be included on all documents. Failure to include your ID will delay processing of your application. 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 review status. ("Pending")

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

Blackbaud Contact Information

- **Phone Support:** (800) 360-8027
- **Email Support:** financialaidsupport@blackbaud.school

Notification of Financial Aid

Once your application is processed, a calculated financial need recommendation will be forwarded from Blackbaud to SCLA, and your account will display as "Verified." (If your account displays "On Hold," you have not submitted all required documents.) All final financial aid decisions, including notification of an award amount (if any), will be made by SCLA.

2024-2025 Application Instructions

Section 1 – Household Information
- **Parent/Guardian:** Enter the parent or guardian's contact information. In a family with a divorce, separation, or single status, SCLA requires both biological parents submit a financial aid application. Court documents may be submitted in lieu of a separate application.
- **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 the five-digit code (**14485**) or name (**St. Croix Lutheran Academy**) in the search box. Make your selection by checking the select check box. Once the school is 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(s) for the student(s). 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 will only be available to designated SCLA administration and Blackbaud staff.

Section 6 – Submit
Agree to Blackbaud's terms and conditions, then click SUBMIT to complete your online application.

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. In the case of joint custody, both parents are required to complete an application.

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's calculation works off the total household income, therefore including all income, whether the party is legally responsible for your children or not. SCLA, 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: Blackbaud does not disclose information about the results of your application. Your account will display as "Verified" once SCLA has received Blackbaud's calculated financial need recommendation. SCLA will review within 7-14 days of receipt. All final tuition aid decisions, including notification of an award amount (if any), will be made by the SCLA Tuition Assistance Committee.

Q: What if I want to edit my application?
A: Once an application has been submitted 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.