SOUTHWEST CHRISTIAN HIGH SCHOOL

To seek, know, live, and proclaim the Truth.

2026-2027 FINANCIAL AID APPLICATION INSTRUCTIONS

Southwest utilizes Blackbaud Financial Aid Management for the determination of need-based financial aid eligibility. View the instructions below for information regarding accessing your Blackbaud account and completing the application.

BEFORE YOU BEGIN

APPLICATION LINK: https://studentfinancialaid.blackbaud.school
SCHOOL ID: 14197 - Southwest Christian High School
APPLICATION & SUPPORTING DOCUMENTS DUE DATE: April 15, 2026
APPLICATION FEE: $35 until January 14, 2026. $45 after January 14, 2026.
GRADES ELIGIBLE FOR AID: 9, 10, 11, 12

REQUIRED SUPPORTING DOCUMENTATION FOR APPLICATION

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 recent 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.

SUPPORTING DOCUMENT SUBMISSION

- Login with your username and password: https://studentfinancialaid.blackbaud.school
- 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 be ready for review.

APPLICATION YEAR ROLLOVER

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

BLACKBAUD FINANCIAL AID MANAGEMENT CONTACT INFORMATION

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

NOTIFICATION OF FINANCIAL AID

- Once your application is verified (with all supporting documents submitted), a financial aid recommendation will be forwarded to Southwest Christian High School.
- All final financial aid decisions, including notification of an award amount (if any), will be made by Southwest Christian High School.
- After your application is verified, please allow two weeks for notification of financial aid decisions from Emily Paul and Southwest Christian High School.

ONLINE APPLICATION INSTRUCTIONS

Online Application Link

- Visit: https://studentfinancialaid.blackbaud.school

1. Section 1 – Household Information

- Parent/Guardian: Enter the parent or guardian's contact information.
- Dependent(s): Enter all dependents that live in the household.

- For dependents in college, select the “attending another private school” status option.

2. Section 2 – Selecting A School
- Enter your school’s five-digit code (14197) 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.

3. Section 3 – Income & Expenses
- Enter any income the household receives, such as 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.

4. Section 4 – Assets & Debts
- Enter all assets and debts as they pertain to your household.

5. 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.

6. Prior to submitting, please review to be sure all fields are entered with as much accuracy as possible.

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.

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 account your spouse's expenses as well as their income. It is important to list all required expenses in 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. All final tuition aid decisions, including notification of an award amount (if any); will be made by Southwest Christian High School. For the date award notices will be given, please contact SWCHS 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 support@studentfinancialaid.blackbaud.school