

February 10, 2026

Dear Parents,

The school partners with Blackbaud Tuition Management to process and collect tuition and fees for the 2026-2027 school year.

Tuition Management enables you to:

Select a payment method that works best for you:

- Choose to receive a monthly invoice.
- Set up recurring automatic payments from your bank account or credit card.
- *Visa, MasterCard, Discover, and American Express* are accepted.

Access your account online to:

- Review account history, transaction details, and print monthly invoices.
- Edit your contact information, password, and payment method.
- Make a payment or set up recurring payments.

Receive payment and follow up reminders:

- For recurring payments, a reminder is emailed 7-10 days before the due date.
- For missed payments or outstanding balances, you'll receive an email and text message.

Speak with a customer service representative.

- Families can access their accounts to check balances and make payments 24/7.
- Spanish speaking representatives are available.
- Call toll free to make payments at (888) 868-8828.

We will provide Blackbaud Tuition Management with your name and email address. Blackbaud Tuition Management will send you an email with enrollment instructions. Please complete your enrollment immediately after receiving the instructions to ensure your account is active and ready for the new school year. However, please note that you will not receive this email until you have completed the online student enrollment process for the 2026-2027 school year, and it has been confirmed by the business office.

For returning families, your family ID number will remain the same except for the change in year (26 for the 2026-2027 school year).

Thank you for selecting the Wardlaw+Hartridge School for your child's education.

Sincerely,

John W. Pratt
Chief Financial Officer



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