



THE WARDLAW + HARTRIDGE SCHOOL

TUITION AND SCHOOL FEES/CHARGES 2026-2027

TUITION:

Pre-K through JK.....	\$ 25,100
Kindergarten	\$ 29,600
Grade 1	\$ 33,900
Grade 2	\$ 38,000
Grade 3	\$ 44,700
Grades 4 through 5	\$ 47,400
Grades 6 through 8	\$ 52,500
Grades 9 through 12	\$ 55,600

A Reservation Deposit of \$1,600 and execution of the Student Enrollment Agreement is required to reserve and provide a place for the student in the appropriate grade for the academic year.

MANDATORY SCHOOL FEES – All Students, grades K through 12:

- ❖ \$ 1,480 Lunch Program (grades 6-12)
- ❖ \$ 1,380 Lunch Program (grades K-5)
- ❖ Optional: \$ 690 Lunch per semester - PK, JK

SUPPLEMENTAL SCHOOL FEES – Dependent upon course selection or grade:

Transportation	\$ 3,670 (Round Trip) \$ 2,575 (One-Way)
Encore (After School) Program (PK - 8)	\$ 16 per hour
Textbooks (9-12)	Variable (by course selection)
Tuition Refund Plan (Dewar Insurance)	1.95 % of Tuition
Middle School Overnight Trips	Variable (\$750 to \$1,500)
Laptop for Upper School students	Purchase through the school is optional - price to be determined.

Other Charges:

Finance charge on past due balances	1% per month
Late payment fee	\$ 40.00
Failed payment fee (auto-debits/checks/web/phone)	\$ 30.00

WARDLAW + HARTRIDGE

Pioneering. Thinkers.

Health and Physical Education

Creating a foundation of purposeful, safe and enjoyable movement for life.

Dear Parents and Guardians,

Enclosed you will find information about Physical Education class uniform expectations for the 2026-27 school year. All students from PreK through 12th Grade will be required to have appropriate uniforms and attire for their physical education classes.

Sneakers are mandatory for all divisions and grade levels. Preferably wide toe box sneakers that allow the feet to move naturally. Appropriate footwear is paramount to developing healthy injury free movement patterns for life.

Early Childhood & Lower School

2026-27 Physical Education Uniform Requirements

PK, JK, K, 1st & 2nd grades do not change out of their school uniform for physical education classes. Please provide appropriate footwear (as mentioned above) for each day.

3rd, 4th & 5th grades will change daily for classes. Physical Education uniforms may be purchased through the Land's End website as you purchase your child's school uniforms. Our Wardlaw + Hartridge Logos need to be included on all Physical Education clothing. Lower School Uniforms will consist of **GRAY Shorts or Sweatpants/ Joggers and GREEN Shirts or Sweatshirts.** Please LABEL your child's Physical Education clothing with their name. This will help to identify any missing articles of clothing.

The RAM SHOP may also be used to purchase appropriate gently used clothing at a discounted price.

All clothing for Physical Education classes should be neat, suitable and fitting as we represent our W+H school community proudly.



A WORLD-CHANGING PREP SCHOOL SINCE 1882

1295 Inman Avenue | Edison, NJ 08820 | (T) 908.754.1882 | WHschool.org

Middle School & Upper School

2026-27 Physical Education Uniform Requirements

Middle School (Grades 6-8) and Upper School (Grades 9-12) will change into appropriate uniforms for each Physical Education class. Physical Education uniforms may be purchased through the Land's End website as you purchase regular school uniforms. Our Wardlaw + Hartridge Logos must be included on all Physical Education clothing.

Middle School and Upper School Physical Education class uniforms will consist of **GREEN Shorts or Sweatpants/ Joggers** and **GRAY Shirts or Sweatshirts.**

The RAM SHOP may also be used to purchase appropriate gently used clothing at a discounted price.

If you have any questions or concerns feel free to contact me anytime via email at aseemuller@whschool.org

Thank you and we are already looking forward to an energetic, educational and fun 2026-27 School Year!

Alicia Seemuller

Health & Physical Education Department Chair

Wardlaw + Hartridge | Pioneering. Thinkers.

1295 Inman Avenue
Edison NJ 08820
(T) 908.754.1882 x 210
(F) 908.754.9678
www.whschool.org



A WORLD-CHANGING PREP SCHOOL SINCE 1882

1295 Inman Avenue | Edison, NJ 08820 | (T) 908.754.1882 | Whschool.org

Dear Families,

I am writing about two important forms that need to be completed and submitted back to me no later than March 1. Both forms are for next school year; however, the Board of Education requires that these forms be completed and submitted by March 10 so we can send them out to the districts. In order for me to process and send them out by March 10, it is important that you send them to me by **no later than March 1**.

If you would like to apply for transportation, please log into your child's enrollment checklist [HERE](#) and fill out the transportation application form.

You may also download the textbook and B6T forms attached to this email.

FORM 1: TEXTBOOK FORM - This form needs to be filled out for ALL students. It will allow the Edison Board of Education to provide us with funds to purchase textbooks.

FORM 2: B6T TRANSPORTATION FORM - This form should be filled out for all students who qualify. ***Although this is called a transportation form, it is not an application for transportation and it has nothing to do with bus service for W+H.*** Many towns reimburse families, up to \$1,000 per child each year, if their child attends a private school and is not utilizing the public school services. Below are the qualifications:

- Students in grades K-8 (2026-27 school year) must reside at least 2.0 miles away from W+H, but no more than 20 miles.
- Students in grades 9-12 (2026-27 school year) must reside at least 2.5 miles away from W+H, but no more than 20 miles.
- Pre-K and JK students (2026-27 school year) are not eligible for reimbursement.

If you qualify, please send me the completed B6T no later than March 1.

When you email me the form, it must be a clear scan and cannot be a photo. If you are unsure whether or not you qualify, fill out the form anyway and let the town decide. If you have multiple children, please fill out a separate

form for each child that qualifies.

Important Notice for B6T Forms

- Districts are getting very strict with the deadlines and if the form is not submitted before the deadline, you may not be eligible for the reimbursement next school year.
- When you email the form to me, you should receive a reply email within 3 days to confirm receipt. If you do not get confirmation, please send another email to be sure it was received.

Thank you for your attention and if you have any questions about the forms, please let me know.

Best,
Brian Junger

(B6T) Nonpublic School Transportation Application (N.J.A.C 6A:27-2.5)
--

Instructions

It is the obligation of the parent or guardian of nonpublic school students to annually obtain the Nonpublic School Transportation Application from the administrative office of the nonpublic school for each student for which transportation services are being requested. Submit a separate application for each student.

Note:

- If there is a change of home address, a new application shall be submitted to the public school district of residence.
- If there is a change in the nonpublic school of attendance, a new application shall be submitted to the public school district of residence.
- Complete this application and return it to the nonpublic school on or before March 10th preceding the school year in which transportation is being requested.
- Late applications — Any application received after March 10th will be a late application and must be accompanied by a statement of the reason for lateness. Eligible students will receive transportation or aid in lieu of transportation based on the date the application is received by the public school.
- It is the obligation of the nonpublic school administrator to annually collect the application and submit it to the public school district from which transportation is being requested prior to March 15th.
- It is the obligation of the public school administrator to notify the parent or guardian as the determination of each application by August 1st.
- A district board of education shall pay aid in lieu of transportation to the parent or guardian of an eligible student only after receiving a signed "Nonpublic School Transportation Payment" voucher (B7T) as prescribed by the Commissioner of Education.

Nonpublic School Transportation Application Form

School Year: 2026-27 Resident District Board of Education:

Student Name:

Last

First

Middle

Date of Birth (mm/dd/yy):

Parent/Guardian Name:

Daytime Phone:

Email Address:

Area code + number

Home Address:

City:

Zip:

Mailing Address:

City:

Zip:

Full name of school to be attended: The Wardlaw+Hartridge School

Phone: 908-754-1882

Address of School: 1295 Inman Ave, Edison, NJ 08820

Area code + number

Student's grade for the coming year:

Shortest one-way mileage between home and school:

(shortest route along public roadways or walkways to the nearest tenth of a mile)

Date school opens (mm/dd/yy): 09/08/26

Date school closes (mm/dd/yy): 06/9/27

School hours: 08:00 AM to 3:15 PM

Name of school of attendance in prior year:

Address:

Signature:

Date (mm/dd/yy):

Public School Use Only (Do not write below this line)

Your application has been reviewed by the resident district board of education. The following determination has been made:

☐ Transportation will be provided

☐ You are eligible for payment in lieu of transportation

☐ Ineligible

Reason:

Title:

Signature:

Date (mm/dd/yy):

Individual Student Request Form
2026-2027

Individual Student Request For Loan Of Textbooks	
Date _____	
Public School District _____	Nonpublic School _____
Address _____	Address _____
Name of Student _____	
Grade _____	
Name of Parent _____	
<p>Under the provisions of <i>N.J.S.A. 18A: 58-37.1 et seq.</i>, I hereby request the _____ (Public School District) to loan textbooks to the _____ (Nonpublic School) in which my child is enrolled. I certify that my above named child and I are residents of the State of New Jersey. I understand that the public school district in which the nonpublic school is located has oversight of the State funds designated for providing the loan of textbooks to nonpublic school students pursuant to law and regulations.</p>	
<p>Signature of Parent/Guardian: _____</p> <p>Date: _____</p>	



1295 Inman Ave
Edison, NJ 08820
908-754-1882, Ext. 130
School Nurse
Email to afarese@WHschool.org

Annual Medical Examination Form (AME)
Required for ALL students PreK-Grade 12 annually every 365 days
(regardless of sports participation)

If your child is in grades 6-12 and intends to participate in a sport, there is one **additional** form utilized. For athletes in grades 6-12 The Preparticipation Physical Medical Eligibility Form (MEF) is required. Please consult with our Athletics Department for the MEF. The MEF must be done by a NJ HCP authorized to perform cardiac assessment on an athlete. The MEF is the last page of the Preparticipation Physical Evaluation (PPE) required for athletes per NJ law. The PPE is required to STAY with the NJ doctor/HCP who performs the sports PPE. However, **only the one page MEF is required at school to participate in sports.** Contact the school nurse for questions on the AME. Contact the Athletics Department for questions on the MEF of the sports PPE.

Student Name: _____

Date of Birth: _____ Grade: _____ Male _____ Female _____

Part 1: Parent Questionnaire

Has your child had any of the following? Please check the appropriate box.

If yes, please give dates/ details on line provided.

Condition/Concern	Yes	No	Details
Concerns with kidney / Urinary			
Asthma/Inhaler / breathing trouble / pain with breathing			
Headaches / Migraines (specify treatment)			
Diabetes / Metabolic Disorder (specify disease)			
Joint problems / fractures / dislocation (specify)			

Neurological (i.e. ADD) / Seizures (specify)

Orthopedic / spinal concerns / back / neck

Heart Cardiac Problems - Specify (i.e. palpitations, pain)

Head injury / concussion / loss of consciousness

Fainting / Fainting related to exercise / exercise related problems

Student Name: _____

Vision problems - glasses / contacts (specify)			
Hearing difficulties / ear infections			
Condition/Concern	Yes	No	Details
Experiencing fatigue / tiredness			
Any Surgery / surgeries			
Psychiatric diagnosis / emotional problems/ stress / anxiety			
Any Allergies			
Does your child carry or have an Epi pen?			

Any other concerns not listed above: Yes or No (please circle) _____

Is your child under medical care now? If yes, please comment below.

Has your child been told by a medical professional not to participate in sports/gym/school/camp? Yes or No (please circle)

Is there a history of sudden death in the family? Yes or No (please circle)

Parent Consent: I authorize Wardlaw+Hartridge School personnel, administrators, nurse(s), ch.226 nurse/s, 3rd party hired nurses/subs, to share confidential medical information on a need to know basis, with appropriate Wardlaw-Hartridge employees (and affiliated agencies, like food services). I understand that sharing of medical information is to help promote the health and safety of my child. I authorize the school nurse(s), and employees of Wardlaw-Hartridge School to perform first aid, screenings, illness and emergency care for my child, as deemed necessary. Parent authorizes the school nurse to contact MD if needed. A parent can refuse non-emergency nurse screenings by stating so in writing to the nurse. All medications given/taken during school hours require a written doctor's order and written parental consent in order for the nurse to administer or for the student to self-administer. See school nurse for forms. Parent/s and Guardian/s are advised to keep school nurses current with updates on medical issues or changes.

Parent/Guardian Signature: _____ Date: _____

Student Signature (18 & over): _____ Date: _____

Part 2:

Immunization: Special note for students in grades *PreK, JK, K, 1st, 6th, and any new students*, an updated immunization record must be attached.

Student Name: _____

Part 3:

Medical Examination by private /primary MD, DO, APN.

This section is to be completed and signed by an examining health professional, not parent/guardian.

Date of Examination: _____ HR: _____ RR: _____ *BP: _____

*Height: _____ *Weight: _____ *BMI: _____ Percentage: _____

*Hearing right _____ *Hearing left _____ (*required by MD)

*Vision right _____ *Vision left _____ corrected, Yes or No (please circle)

*Scoliosis: Yes or No (please circle) (*all required by MD at time of exam annually)

Explain: _____

Allergies: Yes or No (please circle) if yes please list: _____

Epi-pen: Yes or No (please circle)

Medical Conditions / Chronic Illnesses:

Surgical History or injuries:

General or exercise related conditions:

Medications prescribed/taken:

Examination of: Please comment if any conditions exist.	Normal (check)	Abnormal-please note Or use space for Comments
Vision: Eyes, Sclera, (circle if) Contact lenses, glasses, or both		
Ears: Otitis, Hearing, Eardrum If infections – perforation or hearing loss		
Skin: Infections, scars, traumas, jaundice, or purpura		
Head: Nose, Mouth, Teeth, list conditions of the head		
Neck: Thyroid, Throat, Mobility		
Cardiac: Rate & Rhythm, Murmurs (absent or present) Heart related conditions Pulmonary: Lung sounds, Chest Contour, Percussion GU Kidney: If male testes: normal or abnormal		
Orthopedic: Skeletal, Spine, Joints, ROM, any orthopedic conditions		

Student Name: _____

Musculature: Coordination, Extremities, Strength		
Neurological: Balance, Gait, Cranial Nerves		
Condition of Extremities:		
Physiological Maturation:		

I, _____ (please print health professional's name), have reviewed the parent questionnaire, reviewed this student's health history and performed a

thorough physical exam. It is my professional judgment that this student
(Check one)

- ☐ can participate fully,
☐ is not allowed to participate, or
☐ is limited in activity

in all aspects of school/sports/gym/camp, including full contact sports.

If limited please specify: _____ .

Please specify if student requires clearance by a specialist:

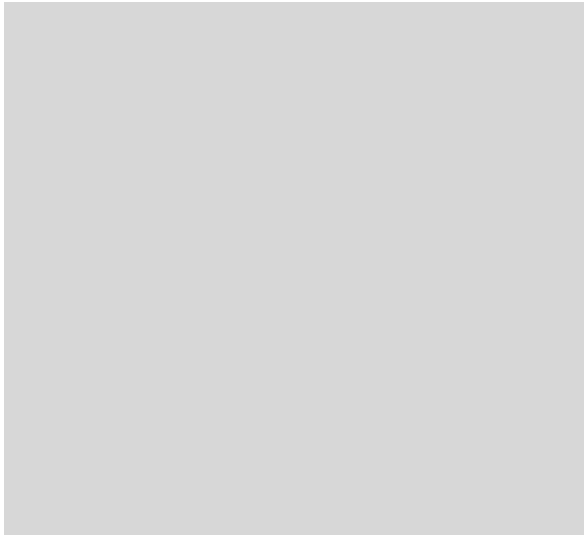
Examining Health Professional's Signature:

_____ Date _____

Provider's Stamp:

(include name, address and phone number)

Office Stamp:





All newly admitted students-including international students- are required to provide the school nurse with the following prior to the start of school. (all forms available online)

***With an USA-based Medical Examination form** - All students in all grades every year must provide us with a W+H Annual Medical Examination Form (AME). The AME is for students in grades PK-12th every 365 days, done by a NJ based Doctor. The AME gets turned into the school nurse. Student athletes in grades 6-12, consult with the Athletics Department for information on the Preparticipation Physical Evaluation Medical Eligibility Form (MEF). The AME is required by W+HS for all students to attend school. The MEF is required additionally for student athletes only in grades 6-12.

***A full list of all vaccinations written in English since birth to time of admission.** If vaccinations were given in a non-US country, the vaccination list must be transcribed into English by a local USA Doctor first, for verification, prior to giving it to the school nurse.

***TB testing** - only applies to students born in certain foreign countries, entering the USA school system for the first time, and/or transferring directly to the USA school system from high-incidence TB countries per state guidelines. Contact the school nurse for any questions or concerns.

Medical Documentation - All medical forms, doctor's notes, annual report by physician, and annual exam should be done by the child's primary care treating pediatrician. A parent M.D. cannot be the doctor signing for his/her own child's medical forms. Note for international students—US regulations, and therefore school regulations, require a US licensed physician's signature. We can no longer accept physicals from non-US based doctors. The student's annual physical (once every 365 days) is required to be turned yearly into the W-HS nurse on the appropriate W+H form. Forms can be obtained from The Wardlaw+Hartridge website.

Immunization Requirements-TB Testing - All students are required to show proof of vaccination against Diphtheria/Tetanus/Pertussis (DTP), Mumps, Rubella, and Polio. · All students are required to show proof of two doses of a measles-containing



A WORLD-CHANGING PREP SCHOOL SINCE 1882

1295 Inman Avenue | Edison, NJ 08820 | (T) 908.754.1882 | WHschool.org

vaccine, as age appropriate. · All students up to age 5 years old must provide proof of the appropriate HIB vaccination. · All students must show proof of having completed Hepatitis B Series. · All students born after 1/98 must show proof of chickenpox vaccine; or proof of Varicella disease by parent or doctor statement. · TB testing is done based on that year's state guidelines, and is generally required of pupils entering the US school system for the first time, based on country of birth. · Note as of September 2008, students entering sixth grade must have a tetanus booster and meningococcal vaccine. · Note as of September 2008, pre-school and JK students must have PCV/pneumococcal vaccine; as well as an annual flu shot administered between September-December yearly.

(Feb. 2025)

Subject: Student Absences and/or Illnesses

Dear Parents/Guardians,

Please be reminded of the procedures for student illness, which are maintained to promote the best health for all our students. Any time a student is out for any reason, a parent/guardian must call the appropriate divisional administrative assistant to notify them of the absence and reason for the absence. Any student out of school for illness including surgery, injury, dental, medical, or mental health issues for three or more days must have a signed doctor's note allowing the student to return to school.

Please note there are case-by-case situations, which also may require a medical note, or for a student to be sent home, even when the absence is only for 1-2 days. Please note the following information:

- Any time a student has a procedure/surgery under anesthesia, a doctor's note must state the student can return to school (with the date to return noted), and under what conditions (no gym, yes full sports).
- Any situation where a student requires an emergency room visit, or a 911 call, will need a medical note to return to school.
- Mental health issues requiring a clearance note will also be handled on a case-by-case basis.
- Students with a fever (defined as 100.0 F or above), diarrhea, or vomiting - even once - must be home for at least 24 hours and cannot return to school until symptom-free for at least 24 hours without the use of symptom-reducing medications.
- Students with rashes require medical clearance by a doctor before being in school.
- Students sick at home outside of school hours should not be sent to school the next day if they had any of the prior or following situations:
- Students with "strep" throat must be home for 24 hours on medication, before returning to school with a doctor's note.
- Students with an eye infection or "pink eye" must be home on antibiotic eye drops for 24 hours and need a medical note stating they are able to return to school.
- Please call or email division assistants and the school nurse (afarese@WHschool.org) to report an absence.
- Please forward all medical/absence notes to afarese@WHschool.org



A WORLD-CHANGING PREP SCHOOL SINCE 1882

- COVID specific illness that is mild does not require a medical clearance note, unless it is a moderate or severe case. Please contact the school nurse.
- If your child is recovering from cold/flu/ or has a lingering cough, it would be preferable for you to have your child/young adult wear a mask in school.

Please also refer to your child's divisional guidelines in the student handbook. The parent and student handbook is available on our school website at WHschool.org; go to Academics, then click Division, Student & Parent Handbook. The policy is an overview of the minimum requirements. The nurse also addresses individual situations that arise, which may require a doctor's clearance, or for a student to be sent home, as circumstances unfold.

In the interest of keeping our school community well, please do not send a child or young adult to school that is sick. We need to be respectful of each other's well-being. Please do keep us informed of your student's absences.

Respectfully,
Angela Farese BSN RN CSN
The Wardlaw+Hartridge School



Sports Registration & Medical Eligibility



The Wardlaw+Hartridge Athletic Department welcomes you to a great year of Ram sports, and we encourage you to take part in as many of our offerings as you can, both as an athlete, and as a fan, supporting your fellow Rams.



ALL students (new and returning) need to go through the Sports Registration process with their parents/guardians before they can participate in athletics. All documents must be read and approved as this is mandated by state law.



Sports are open to middle school and high school students only.



[Click here to access the Rank One Parent Portal](#) and get started with registration!

Action Items In Order to be eligible for Sports

☐ **Pre-participation Physical Exam:** Physical exams are valid for 365 days from the date of the exam and **must be current** to the start of their next sport season. (The physical exam form is linked below and must be completed by a New Jersey licensed physician who has completed the cardiac module needed in order to perform a sports physical.) Please submit only the *medical eligibility form* (last page) to the [Rank One parent portal](#). The first 4 pages are to be kept on file with your child's physician.

[Pre Participation Physical Exam.pdf](#)

☐ **Health History Update Form:** An updated Health History Form must be completed for **EACH SEASON**. This can be completed in the [Rank One parent portal](#). Please note that this is a health history update on any changes SINCE THE LAST PHYSICAL EXAM. This is not a lifetime history.

☐ **Additional Waivers/Forms:** Complete/sign annual forms electronically through Rank One.

☐ **Concussion Testing:** All student-athletes are required to complete [Baseline Concussion Testing](#). Click the link for more information.

☐ **Asthma & Allergies:** If your child requires an inhaler for **asthma** or **Epi-pen** for allergies, please have your physician complete the action plans below and submit to the school nurse.

[Food Allergy Action Plan.pdf](#)

[Asthma Action Plan.pdf](#)

[Click here to access the Rank One portal](#)



Rank One is our athlete eligibility and injury software. It will show the most up to date information on your child's eligibility. It will also give you reminders if any of your forms are about to expire.

[Click here to visit the Rank One registration page for parents](#)

Transfer Students

Any new student, transferring into W+H in the 10th, 11th or 12th grade, must contact Mr. Romeo at mromeo@whschool.org so he can help you complete the required transfer form. Any student who attended a different high school in 9th, 10th or 11th grade must register as a transfer, regardless of whether or not they played a sport at that school. The good news is that most of our transfers are immediately eligible, but still need to file the form. Parents may also be required to complete an affidavit concerning your residency.

Any new student who is repeating a year of high school (if, for example, they attended 9th grade at their prior school, and are registering for 9th grade at W+H) must contact Mr. Romeo ASAP, as there may be some implications for their athletic eligibility in later years. (There is no need to report a repeat year from grades 1-8.)

International Students

Any student who is in the United States with an F-1 or J-1 visa must see Mr. Romeo to complete the International Student Eligibility Form. We will also need the transcript from your previous school. International students who do not file this form are not allowed to compete in the state of New Jersey.

New Students

Any student who is new to the school prior to the new school year starting will be added to the Rank One system towards the end of the month of July. Our system must rollover to the next school year and that is when new students will be added. If you are new to the school during the school year, then you will be added to the system right away.

Contact Us

If you run into any difficulties or have any questions regarding sports registration & medical eligibility feel free to reach out to us for assistance!

Allison O'Gorman - Head Athletic Trainer - aogorman@whschool.org

Mike Romeo - Athletic Director - mromeo@whschool.org

Courtney McClain - Asst. Athletic Director - cmccclain@whschool.org

This form should be maintained by the healthcare provider completing the physical exam (medical home). It should not be shared with schools. The medical eligibility form is the only form that should be submitted to a school. The physical exam must be completed by a healthcare provider who is a licensed physician, advanced practice nurse or physician assistant who has completed the Student-Athlete Cardiac Assessment Professional Development module hosted by the New Jersey Department of Education.

■ PREPARTICIPATION PHYSICAL EVALUATION (Interim Guidance)

HISTORY FORM

Note: Complete and sign this form (with your parents if younger than 18) before your appointment.

Name: _____ Date of birth: _____

Date of examination: _____ Sport(s): _____

Sex assigned at birth (F, M, or intersex): _____ How do you identify your gender? (F, M, non-binary, or another gender): _____

Have you had COVID-19? (check one): ☐ Y ☐ N

Have you been immunized for COVID-19? (check one): ☐ Y ☐ N If yes, have you had: ☐ One shot ☐ Two shots

☐ Three shots ☐ Booster date(s) _____

List past and current medical conditions. _____

Have you ever had surgery? If yes, list all past surgical procedures. _____

Medicines and supplements: List all current prescriptions, over-the-counter medicines, and supplements (herbal and nutritional). _____

Do you have any allergies? If yes, please list all your allergies (ie, medicines, pollens, food, stinging insects). _____

Patient Health Questionnaire Version 4 (PHQ-4)

Over the last 2 weeks, how often have you been bothered by any of the following problems? (Circle response.)

	Not at all	Several days	Over half the days	Nearly every day
Feeling nervous, anxious, or on edge	0	1	2	3
Not being able to stop or control worrying	0	1	2	3
Little interest or pleasure in doing things	0	1	2	3
Feeling down, depressed, or hopeless	0	1	2	3

(A sum of ≥ 3 is considered positive on either subscale [questions 1 and 2, or questions 3 and 4] for screening purposes.)

GENERAL QUESTIONS (Explain "Yes" answers at the end of this form. Circle questions if you don't know the answer.)		Yes	No
1. Do you have any concerns that you would like to discuss with your provider?			
2. Has a provider ever denied or restricted your participation in sports for any reason?			
3. Do you have any ongoing medical issues or recent illness?			
HEART HEALTH QUESTIONS ABOUT YOU		Yes	No
4. Have you ever passed out or nearly passed out during or after exercise?			
5. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?			
6. Does your heart ever race, flutter in your chest, or skip beats (irregular beats) during exercise?			
7. Has a doctor ever told you that you have any heart problems?			
8. Has a doctor ever requested a test for your heart? For example, electrocardiography (ECG) or echocardiography.			

HEART HEALTH QUESTIONS ABOUT YOU (CONTINUED)		Yes	No	
9. Do you get light-headed or feel shorter of breath than your friends during exercise?				
10. Have you ever had a seizure?				
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY		Unsure	Yes	No
11. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35 years (including drowning or unexplained car crash)?				
12. Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy (HCM), Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LQTS), short QT syndrome (SQTS), Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia (CPVT)?				
13. Has anyone in your family had a pacemaker or an implanted defibrillator before age 35?				

This form should be maintained by the healthcare provider completing the physical exam (medical home). It should not be shared with schools. The Medical Eligibility Form is the only form that should be submitted to a school.

■ PREPARTICIPATION PHYSICAL EVALUATION

ATHLETES WITH DISABILITIES FORM: SUPPLEMENT TO THE ATHLETE HISTORY

Name: _____ Date of birth: _____

1. Type of disability:		
2. Date of disability:		
3. Classification (if available):		
4. Cause of disability (birth, disease, injury, or other):		
5. List the sports you are playing:		
	Yes	No
6. Do you regularly use a brace, an assistive device, or a prosthetic device for daily activities?		
7. Do you use any special brace or assistive device for sports?		
8. Do you have any rashes, pressure sores, or other skin problems?		
9. Do you have a hearing loss? Do you use a hearing aid?		
10. Do you have a visual impairment?		
11. Do you use any special devices for bowel or bladder function?		
12. Do you have burning or discomfort when urinating?		
13. Have you had autonomic dysreflexia?		
14. Have you ever been diagnosed as having a heat-related (hyperthermia) or cold-related (hypothermia) illness?		
15. Do you have muscle spasticity?		
16. Do you have frequent seizures that cannot be controlled by medication?		

Explain "Yes" answers here.

Please indicate whether you have ever had any of the following conditions:

	Yes	No
Atlantoaxial instability		
Radiographic (x-ray) evaluation for atlantoaxial instability		
Dislocated joints (more than one)		
Easy bleeding		
Enlarged spleen		
Hepatitis		
Osteopenia or osteoporosis		
Difficulty controlling bowel		
Difficulty controlling bladder		
Numbness or tingling in arms or hands		
Numbness or tingling in legs or feet		
Weakness in arms or hands		
Weakness in legs or feet		
Recent change in coordination		
Recent change in ability to walk		
Spina bifida		
Latex allergy		

Explain "Yes" answers here.

I hereby state that, to the best of my knowledge, my answers to the questions on this form are complete and correct.

Signature of athlete: _____

Signature of parent or guardian: _____

Date: _____

This form should be maintained by the healthcare provider completing the physical exam (medical home). It should not be shared with schools. The medical eligibility form is the only form that should be submitted to a school. The physical exam must be completed by a healthcare provider who is a licensed physician, advanced practice nurse or physician assistant who has completed the Student - Athlete Cardiac Assessment Professional Development module Hosted by the New Jersey Department of Education.

■ PREPARTICIPATION PHYSICAL EVALUATION (Interim Guidance)

PHYSICAL EXAMINATION FORM

Name: _____ Date of birth: _____

PHYSICIAN REMINDERS

- Consider additional questions on more-sensitive issues.
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, e-cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance-enhancing supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (Q4–Q13 of History Form).

EXAMINATION		
Height: _____	Weight: _____	
BP: _____ / _____ (_____ / _____)	Pulse: _____	Vision: R 20/ _____ L 20/ _____ Corrected: ☐ Y ☐ N
COVID-19 VACCINE		
Previously received COVID-19 vaccine: ☐ Y ☐ N		
Administered COVID-19 vaccine at this visit: ☐ Y ☐ N If yes: ☐ First dose ☐ Second dose ☐ Third dose ☐ Booster date(s) _____		
MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance <ul style="list-style-type: none"> Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse [MVP], and aortic insufficiency) 		
Eyes, ears, nose, and throat <ul style="list-style-type: none"> Pupils equal Hearing 		
Lymph nodes		
Heart ^a <ul style="list-style-type: none"> Murmurs (auscultation standing, auscultation supine, and ± Valsalva maneuver) 		
Lungs		
Abdomen		
Skin <ul style="list-style-type: none"> Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant <i>Staphylococcus aureus</i> (MRSA), or tinea corporis 		
Neurological		
MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS
Neck		
Back		
Shoulder and arm		
Elbow and forearm		
Wrist, hand, and fingers		
Hip and thigh		
Knee		
Leg and ankle		
Foot and toes		
Functional <ul style="list-style-type: none"> Double-leg squat test, single-leg squat test, and box drop or step drop test 		

^a Consider electrocardiography (ECG), echocardiography, referral to a cardiologist for abnormal cardiac history or examination findings, or a combination of those.

Name of health care professional (print or type): _____ Date: _____

Address: _____ Phone: _____

Signature of health care professional: _____, MD, DO, NP, or PA

Preparticipation Physical Evaluation Medical Eligibility Form

The Medical Eligibility Form is the only form that should be submitted to school. It should be kept on file with the student's school health record.

Student Athlete's Name _____ Date of Birth _____

Date of Exam _____

- ☐ Medically eligible for all sports without restriction
- ☐ Medically eligible for all sports without restriction with recommendations for further evaluation or treatment of
- ☐ Medically eligible for certain sports
- ☐ Not medically eligible pending further evaluation
- ☐ Not medically eligible for any sports

Recommendations: _____

I have reviewed the history form and examined the student named on this form and completed the preparticipation physical evaluation. The athlete does not have apparent clinical contraindications to practice and can participate in the sport(s) as outlined on this form. A copy of the physical examination findings- are on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the medical eligibility until the problem is resolved and the potential consequences are completely explained to the athlete (and parents or guardians).

Signature of physician, APN, PA _____

Office stamp (optional)

Address: _____

Name of healthcare professional (print) _____

I certify I have completed the Cardiac Assessment Professional Development Module developed by the New Jersey Department of Education.

Signature of healthcare provider _____

Shared Health Information

Allergies _____

Medications:

Other information: _____

Emergency Contacts: _____

© 2019 American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine. Permission is granted to reprint for noncommercial, educational purposes with acknowledgment.

**This form has been modified to meet the statutes set forth by New Jersey.*

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



A WORLD-CHANGING PREP SCHOOL SINCE 1882

1295 Inman Avenue | Edison, NJ 08820 | (T) 908.754.1882 | WHschool.org

General Information – Frequently Asked Questions

Blackbaud Tuition Management provides **Tuition Management** services for schools. Services for parents include online account access at parent.blackbaud.school, tuition and fees invoicing, payment processing, and customer care.

1. How do I access my account for the first time?

If you have previously logged into and used our Blackbaud Tuition Management parent site with your *Blackbaud ID* (BBID) and need to gain access to a new school account, please follow the steps in [How can I link multiple school accounts to my Blackbaud ID \(BBID\)?](#)

If you have not previously logged into our parent website, you can locate and login to your new account using the First Time User steps on our home page:

1. Select **I am a first-time user** on the [parent login page](#).
2. Enter your email address OR phone number to locate your Blackbaud Tuition Management account. Then select **Continue**.
Note: The information entered must be the same as the information provided during enrollment.
3. Select the email address or mobile number where you want to receive a verification code as an email or text message. Then select **Continue**.
4. Check your email or text messages to obtain your verification code. Enter the code when prompted and select **Continue**.
5. Your family's account information for the most recent year is displayed. Select the account(s) you want to set up. Then select **Continue**.
6. If you do not have a Blackbaud ID (BBID) account and need to create one, select **Create a Blackbaud ID** and follow the steps on the screen to create your Blackbaud ID. If you already have a Blackbaud ID account, select **Sign in**, then sign in with your existing Blackbaud ID.

Moving forward, you will sign in with this Blackbaud ID anytime you need to access your Tuition Management account.

2. How do I create a Blackbaud ID (BBID)?

Blackbaud ID (BBID) allows users to securely sign in to the Blackbaud solutions ecosystem with enhanced security.

As a parent, the first time you access parent.blackbaud.school, you will enter your information to locate your **Tuition Management** account. After verifying your account with a verification code sent via email or text message, you will have two options:

- **Create a Blackbaud ID:** Select if you do not have a Blackbaud ID and need to create one.
- **Sign in:** If you already have a Blackbaud ID, select this to sign in with your existing Blackbaud ID.



Make your selection and follow the steps on the screen to link your new or existing Blackbaud ID to your **Tuition Management** account.

The next time you sign in, enter your Blackbaud ID email address on the parent.blackbaud.school sign-in page. Then log in with your Blackbaud ID to access **Tuition Management**.

3. How can I sign into my Blackbaud Tuition Management account using Blackbaud ID (BBID)?

When signing into Blackbaud Tuition Management, you can use your existing BBID or create a new BBID if needed. If you have more than one Tuition Management Family ID account, signing in with your BBID also provides the ability to access all of your Family ID accounts using one login!

If you sign in with your Blackbaud Tuition Management username and your BBID is not yet linked to a Tuition Management account, you will be asked to enter your Tuition Management username and password before you can connect the account to a BBID. Once your accounts are linked and you'll sign in with your BBID moving forward.

If your BBID is already linked to your Blackbaud Tuition Management account, you will be automatically prompted to login using your linked BBID credentials.

4. How can I reset my Blackbaud ID (BBID) password?

If you forgot your BBID password:

1. Visit <https://app.blackbaud.com/signin/forgot-password> and select **Continue with Email**.
2. Enter your email address associated with your Blackbaud ID, then select **Continue**.
3. Select **Forgot password**, then follow the prompts to send a confirmation code to your email address.
4. Check your email inbox to obtain the confirmation code. If you don't receive the confirmation code email, check your Junk or Spam folder.
5. Enter your confirmation code and select **Confirm**.
6. Enter and re-enter your new password. Then select **Continue**.
7. If you sign in through *Apple* or *Google*, change your password through *Apple* or *Google* directly.
8. If your organization enables single sign-on (SSO) through an identity provider (IdP), contact your IT admin to change your password.

5. How can I link multiple school accounts to my Blackbaud ID (BBID)?

If you have students enrolled in multiple schools using Tuition Management, you can follow these steps to link additional accounts to the same BBID. Repeat the process to link as many accounts as needed, if applicable:

Follow these steps to link a second account to the same BBID. Repeat the process as needed to link additional accounts.



1. After signing in with your Blackbaud ID, select your initials in the top right corner and select **Switch school account** from the menu. (If initials do not appear in the top right, this feature is not available.)
2. On the **Add another account** page, enter either an email address or a phone number (primary, secondary, or mobile) associated with the other school account you want to link.
3. We will then search all the family accounts for a match with the information you provided. If a match is found, you will see the relevant school name, most recent session, Family ID, and students on the account. Select the account you would like to connect (this must be done one at a time) and select **Continue**.
4. You will receive a verification code via text message or email at the contact information from the new account. Enter it under **Verify your account** and select **Continue**.
5. Once the accounts are linked, the next time you log in with BBID you will see a screen that lets you select any of the accounts connected with the BBID. You can also unlink school accounts or add additional school accounts from this page.

6. How can I retrieve my Tuition Management username and password?

If you have not selected to sign into Blackbaud Tuition Management using Blackbaud ID (BBID) yet, you can retrieve your Tuition Management username by selecting **Forgot your username or password?** on the parent login page and use the first section to enter the telephone number on your account with your Family ID.

To reset your Tuition Management password, please use the second section to enter your username and Family ID. An email with instructions for resetting your password will be sent to the primary email address on your account.

If you have already selected to sign into Tuition Management using your BBID, please see [the password reset instructions for BBID](#).

7. What email addresses should I add to my safe sender or safe contacts list?

- customerservicemessages@blackbaud.school
- customerservice@blackbaud.school
- no-reply-customerservice@blackbaud.school
- no-reply-customerservicemessages@blackbaud.school

8. What is my Family ID and where can I find it?

Your Family ID is a 13-digit, account-specific identification number for every school-specific account, which is updated annually each school year. It can be found on any written communication sent from **Blackbaud Tuition Management** or on your online account. Please be sure to include your Family ID on any payments sent to **Blackbaud Tuition Management** to ensure they are applied to the appropriate account.



9. What can I do once I have logged into my Blackbaud *Tuition Management* account online?

On our parent website you can do the following:

- Make a Payment
- Stop/Resume automatic debit payments
- Review payment history
- Change/edit your payment information
- Update your personal information
- View and print invoices (if you are not on automatic debit), Family Tuition Statements, and Year End Statements for tax purposes
- See an itemized breakdown of tuition, fees, and discounts billed to your account

10. How do I update my personal information, including my address, telephone number, email address, password, or payment information?

Log in to your online account and select **My Profile** at the top of your screen. Select **Update** and choose the section you wish to change from the drop-down options.

11. How do I invite additional users to access my account or make payments online?

When signing in with Blackbaud ID (BBID), only one BBID can be connected to your Family ID account as the primary user. Primary users can invite secondary users to access the family account with their own BBID login credentials.

To invite secondary users:

1. Sign into the [parent site](#).
2. Select **My Profile**, then select the **Access** tab.
3. Enter the secondary user's email address and **select Invite User**. The user will receive an email invitation to access the account with their BBID email address.

Note: Secondary users cannot invite additional users to access the family account.

To remove a secondary account holder, select **Remove** next to their information under **Manage Additional Users** on the **Access** tab.

12. Why is my monthly amount different each month?

Your total due may change month to month due to fees, discounts, and adjustments that have been made by your school.



13. Who do I contact if I have a question regarding why a fee or billing item is on my account?

Please contact your school's business office, as **Blackbaud Tuition Management** is only provided the name and amount of a charge or discount.

14. What if I think an amount on my bill is incorrect?

If you disagree with any of the amounts on your bill, you can contact our Parent Help Center. We will contact the school on your behalf to clarify the amount due. **Blackbaud Tuition Management** is not authorized to modify the amount of tuition due or to arrange for alternative payment plans without your school's approval.

15. What is the quickest way to make a payment?

Blackbaud **Tuition Management** offers two options for paying by checking account, savings, debit, or credit card:

- Pay online at parent.blackbaud.school
- Pay over the phone through the automated system or with a live representative at (888) 868-8828

Payments made by phone and web are posted on the same day they are received.

16. What credit cards does Blackbaud Tuition Management accept?

Depending on your state and school policy, Blackbaud Tuition Management can accept VISA™, MasterCard™, American Express™ and Discover™ credit and debit cards.

17. Does Blackbaud Tuition Management charge a fee on payments?

A Platform Fee may be charged on credit/debit card payments and ACH payments. This can vary based on your school's contract and settings.

18. How can I set up a new payment account to automatically pay my bill each month??

You can set up automatic payments from your bank account or credit/debit card by logging into your account and selecting **My Profile** at the top of the page. Open the **Payment Information** tab and select **Add New Account** to enter your bank or card information and save the account.

The account listed under **Auto-Pay Account** is now set up for monthly automatic payments. If you already have additional payment methods saved, check the box for **Use this account for my automatic debit** next to the applicable payment account to set it as the automatic payment method.



If your automatic payment is set up fewer than 3 business days before your due date, your first payment may not be pulled automatically. In this case, you will still be responsible for making a manual payment before your due date. Please read the terms and conditions carefully as fees may apply.

Automatic payment amounts are based on the current month's billed amount. If an account has a past due balance, that past due balance is not included in the automatic payment withdrawal and the payer must make a manual payment to settle the past due balance.

19. How do I stop my automatic payments?

You can stop an automatic payment from processing on an upcoming due date by logging into your account and selecting **Stop Payment** on the home page. Please note payments need to be stopped online at least 3 business days prior to your due date. You can also chat with a live representative online or call us at (888) 868-8828 at least 2 business days prior to your due date.

Please note payments go into process 1 business day prior to ensure the funds are available to be applied to your account by your due date.

20. Can I schedule future payments?

Yes, you can schedule credit card, debit card, or bank account payments for future dates.

Note: If you also make automatic debit payments, be sure to review [How do scheduled payments affect automatic payments?](#) prior to scheduling payments.

1. Sign into the [parent site](#).
2. Select **Make a Payment**.
3. Select the payment method: **Credit Card**, **Debit Card**, or **Bank Account**.
4. Select **Use a saved payment method**.
5. Select **Schedule future payments**.
6. Enter a **Payment Date** and **Amount**.
Tip: Select the calendar icon to assist in selecting a date.
7. *Optional:* Select **Schedule an additional payment** and enter additional dates and amounts as needed.
8. Select **Continue**.
9. Review the scheduled payment information.
10. If all information is correct, select **Continue**.
11. Review the confirmation page. Select **Print** if needed.

You will receive a confirmation email with your scheduled payment details. If you schedule a payment more than 10 days in the future, you will also receive a reminder email 10 days before the payment processes.

Note: If you schedule payments with a bank account that is undergoing NACHA validation and the bank account fails NACHA validation, those payments will be removed from the schedule.



21. How can I review or cancel a scheduled payment?

To review scheduled one-time payments, sign into the [parent site](#) and select **Payment**, then **View Payments**. Future scheduled payments are displayed under **Scheduled Payments**.

You can select **Cancel** for a scheduled payment up to three business days before the scheduled payment date.

22. How do scheduled payments affect automatic payments?

Tip: To ensure your scheduled payment reduces the amount of your next automatic payment, select a **Payment Date** for your scheduled payment that is at least 3 business days before the automatic payment date.

If you add a scheduled payment with a **Payment Date** at least 3 business days before your automatic payment date, the scheduled payment will decrease the amount of your automatic payment as long as you do not have a past due balance. If you have a past due balance, the scheduled payment is applied to that past due balance first before any funds are allocated to the current month's billing.

If you add a scheduled payment with a **Payment Date** 2 business days or less before your automatic payment date, on the same date as your automatic payment date, or after your automatic payment date, it will not decrease the amount of your automatic payment and may result in a credit balance on your account.

Example 1

Billing due date: 30th of the month

Amount billed for current month: \$2000

No past due balance.

- If I add a \$400 scheduled payment for the 15th of the month, my automatic payment amount on the 30th is reduced to \$1600.
- If I add a \$400 scheduled payment for the 30th of the month, my automatic payment amount is \$2000. The scheduled payment creates a \$400 credit on my account.

Example 2

Billing due date: 30th of the month

Amount billed for current month: \$2000

Past due balance: \$500

- If I add a \$1000 scheduled payment for the 15th of the month, my automatic payment on the 30th is \$1500. The scheduled payment settled my past due amount and the remaining \$500 was applied to my billing for the current month.
- If I add a \$1000 scheduled payment for the 30th of the month, my automatic payment on the 30th is \$2000. The scheduled payment settles my past due balance and leaves me with a \$500 credit on my account.

23. How can I pay by check?

If you would like to use your checking account to pay, you can do this by making a one-time payment online, by calling in a payment through the automated system or with a live representative at (888) 868-8828, by setting



up automatic monthly payments directly from your checking or savings account, or by mailing a check or money order.

Checks or money orders should be mailed to the closest payment processing center listed below. If you live east of the Mississippi River, please use the first mailing address in Newark, New Jersey. If you live west of the Mississippi River, please use the second mailing address in Los Angeles, California.

If you would like to mail a payment with tracking (UPS, FedEx, Certified Mail), please send it to one of the addresses listed for overnight packages. Please include your Family ID on your check or money order to ensure it will be applied to the appropriate account. Please allow at least 7-10 business days for delivery and posting.

East of the Mississippi

Blackbaud ***Tuition Management***

PO Box 11731

Newark, NJ 07101-4731

West of the Mississippi

Blackbaud ***Tuition Management***

PO Box 54228

Los Angeles, CA 90054-0228

Overnight packages (East of the Mississippi)

Exela Technology

C/O Blackbaud ***Tuition Management***

365 W. Passaic Street, Suite 255, 2nd Floor

Rochelle Park, NJ 07662

Overnight packages (West of the Mississippi)

Exela Technology

C/O Blackbaud ***Tuition Management***

20500 Belshaw Ave.

Carson, CA 90746

Be sure to review the [Helpful Tips for Mailing Payments or Bank Bill Pay](#) prior to mailing a payment.



24. Can I pay using my bank's online bill pay service?

Yes, you can utilize your bank's online bill pay service to send payments to Blackbaud Tuition Management.

Please note: Online bill pay might not electronically transfer funds to Blackbaud Tuition Management. Instead, your bank may mail a paper check to us. We advise you to set up your online bill pay to occur at least 7-10 business days prior to your due date to ensure the check is received and processed by your scheduled due date. Please review [Helpful Tips for Mailing Payments or Bank Bill Pay](#) for applicable details.

25. Helpful Tips for Mailing Payments or Bank Bill Pay

- Please include your 13-digit Family ID in the memo section of the check or money order (a payment stub is not necessary).
- Do not include any additional paperwork with the payment (letters, Post-it notes, staples, paperclips, etc.). Additional items will delay the processing of your payment.
- Please send payments 7-10 days before your due date. If there is a holiday, please add 3-4 days.
- If there are fewer than 7-10 days before your due date, please consider paying via our website at [parent.blackbaud.school](#). You can also use our automated telephone service to make a payment. Both these solutions eliminate delays in processing your payment. You can pay online or over the phone using your checking or savings account.
- Make checks payable to Blackbaud **Tuition Management**.
- **Blackbaud Tuition Management** does accept some online bill payments electronically. However, some banks will still send payments as a physical paper check through the USPS mail. If you have any questions about whether your payment will be sent electronically by your bank, please contact your bank directly.
- Once a payment has been sent by physical paper check, it cannot be stopped. If you decide to stop the payment with your bank, a failed bank fee will be incurred on your **Blackbaud Tuition Management** account.
- If you plan to use your bank's online bill payment service, please include your 13-digit Family ID without letters, spaces, or characters.

26. How can I wire transfer my payment? How can international families make payments?

Payments to Tuition Management must be issued in United States currency and through U.S. banking institutions.

Note: Bank account payments issued through Puerto Rico are accepted. We do not accept debit or credit card payments issued through Puerto Rico.

Wiring instructions can be found below. Please provide this payment information to your financial institution based on their location.



A \$15.00 wire fee is assessed for each wire sent to Blackbaud Tuition Management, please include the additional amount with your wire. If a wire is received without the additional funds, the payment will be applied less the \$15 wire fee. Please check with your financial institution for any additional fees that they may charge, along with any intermediary bank fees that may be assessed.

Banks within the USA send to:

Receiving bank name: Fifth Third Bank
Receiving Bank Address: 38 Fountain Square Plaza
 Cincinnati, OH 45263
ABA/Routing Number: 042000314
Beneficiary Account Number: SMT0402670
Beneficiary Name: Blackbaud Tuition Management
Beneficiary Address: 65 Fairchild Street
 Charleston, SC 29492
Required Beneficiary Information: 13-Digit Family ID, found on your invoice

Banks from outside the USA send to:

Receiving Bank Name: Fifth Third Bank
Receiving Bank Address: 38 Fountain Square Plaza
 Cincinnati, OH 45263
SWIFT/BIC: FTBCUS3C
Fed routing number: 042000314
Beneficiary Account Number: SMT0402670
Beneficiary Account Name: Blackbaud Tuition Management
Beneficiary Address: 65 Fairchild Street
 Charleston, SC 29492
Required Beneficiary Information: 13-Digit Family ID, found on your invoice

Flywire international payments

Note: *Flywire* international payments are only available if your school has the *Flywire* integration.



If your school offers *Flywire* as a payment option, international families can make bank account, debit, or credit card payments through the parent site.

When the *Flywire* integration is enabled, payers can select the International Payments payment method when making payments.

For additional information or support using *Flywire*, payers can visit [Flywire Help](#) for FAQs, phone, chat, and email support 24 hours a day, 7 days a week.

Additional information

- *Flywire* shows the total amount owed in the local currency chosen by the payer. When comparing foreign exchange rates, it's important a payer compare *Flywire*'s total to the amount their bank will charge, not what's shown via search engines or general FX websites.
- In the event a payer has a lower rate from their bank, *Flywire* offers a Best Price Guarantee in its user experience.
- *Flywire* ensures the whole amount is delivered, rather than \$10-50 short due to wire fees and unexpected transaction fees.

27. Why is my payment status "On Hold"?

In compliance with NACHA regulations, all payments made with a new bank account must go through a validation process to ensure the account information is accurate, the account is open, active, and able to receive ACH transactions. Payments will display as "On Hold" during the validation period, which typically takes 4 business days. Once validation is successful, the payment will be processed.

If you update your bank account information while a payment is On Hold, the updated account information is added as a new bank account record. The old bank account with the On Hold payment remains active. You can delete the old account after the payment comes off hold or contact the [Parent Help Center](#) to fail the On Hold payment and delete the account.

28. What is the late payment policy?

Payments are due on or before your due date. If your payment is not made by your due date, or you are carrying an outstanding balance, a Follow Up Service Fee may apply. **Blackbaud Tuition Management** will remind you of your upcoming payment to help you pay on time. We will also advise you when you have missed a payment to help you avoid any future fees. Additional late fees may apply depending on your school's policy.

29. Are there bank fees associated with payments that are not successful?

A fee may be applied to your account for any failed payment processed via auto-debit, phone, or web. Your bank may also impose additional fees.

30. Where can I find Year End Statements for tax purposes?



1. Sign into your account at parent.blackbaud.school.
2. Select the **Session Year**.
3. Under **Related Links**, select **Family Year End Statement** or **Student Year End Statement**.

31. Who should I contact if I have questions regarding my bill?

The Parent Help Center is available via online chat upon logging into your account at parent.blackbaud.school or by phone at 1(888) 868-8828.

- Phone agents are available Monday through Friday from 7:00 AM to 1:00 AM EST, and Saturday and Sunday from 9:00 AM to 5:30 PM EST. Calls are handled in the order they are received.
- Chat agents are available Monday through Friday from 8:00 AM to 10:00 PM EST.

You can also access your account to check balances and make payments online 24 hours a day.



Información General – Preguntas Frecuentes

Blackbaud Tuition Management proporciona servicios de gestión de matrículas para escuelas. Los servicios para los padres incluyen acceso a la cuenta en línea en parent.blackbaud.school, facturación de matrículas y tarifas, procesamiento de pagos, y atención al cliente.

1. ¿Cómo accedo a mi cuenta por primera vez?

Si ya ha iniciado sesión y utilizado nuestro sitio web para padres de Blackbaud Tuition Management con su ID de Blackbaud (BBID) y necesita acceder a una nueva cuenta escolar, siga los pasos para: ["¿Cómo puedo vincular varias cuentas escolares a mi ID de Blackbaud \(BBID\)?"](#). Si no ha iniciado sesión previamente en nuestro sitio web para padres, puede encontrar e iniciar sesión en su nueva cuenta siguiendo los pasos para usuarios nuevos en nuestra página de inicio:

1. Seleccione "Soy un usuario nuevo" en [la página de inicio de sesión para padres](#).
 2. Ingrese su correo electrónico o número de teléfono para encontrar su cuenta de Blackbaud Tuition Management. Luego, seleccione Continuar.
- Nota:** La información ingresada debe ser la misma que la proporcionada durante la inscripción.
3. Selecciona la dirección de correo electrónico o el número de móvil donde quieres recibir el código de verificación por correo electrónico o SMS. Luego, selecciona "Continuar".
 4. Revisa tu correo electrónico o mensajes de texto para obtener tu código de verificación. Introdúcelo cuando se te solicite y selecciona "Continuar".
 5. Se muestra la información de la cuenta de su familia del año más reciente. Seleccione las cuentas que desea configurar. Luego, seleccione Continuar.
 6. Si no tiene una cuenta de Blackbaud ID (BBID) y necesita crear una, seleccione "Crear una Blackbaud ID" y siga los pasos en pantalla para crearla. Si ya tiene una cuenta de Blackbaud ID, seleccione "Iniciar sesión" y luego inicie sesión con su Blackbaud ID actual.

De ahora en adelante, iniciará sesión con esta ID de Blackbaud (BBID) cada vez que necesite iniciar sesión en su cuenta de administración de matrícula.

2. ¿Cómo creo una ID de Blackbaud (BBID)?

Nota: Blackbaud ID (BBID) permite a los usuarios iniciar sesión de forma segura en el ecosistema de soluciones de Blackbaud con seguridad mejorada.

Como padre, la primera vez que inicie sesión en parent.blackbaud.school, iniciará sesión con su nombre de usuario y contraseña actuales. Aparecerá una nueva pantalla que le pedirá que elija entre dos opciones:

Crear una identificación de Blackbaud: Seleccione si no tiene una ID de Blackbaud y necesita crear una.

Sign in: si ya tiene una ID de Blackbaud, seleccione esto para iniciar sesión con su ID de Blackbaud existente.

Haga su selección y siga los pasos en la pantalla para vincular su ID de Blackbaud nueva o existente a su cuenta de **Tuition Management**.

La próxima vez que inicie sesión, ingrese su dirección de correo electrónico de Blackbaud ID en la página de inicio de sesión parent.blackbaud.school. A continuación, inicie sesión con su ID de Blackbaud para acceder a **Tuition Management**.



3. ¿Cómo puedo iniciar sesión en mi cuenta de Blackbaud Tuition Management usando Blackbaud ID (BBID)?

Al iniciar sesión en Blackbaud Tuition Management, puede usar su BBID actual o crear uno nuevo si es necesario. Si tiene más de una cuenta de ID familiar de Blackbaud Tuition Management, iniciar sesión con su BBID también le permitirá acceder a todas sus cuentas de ID familiar con un solo inicio de sesión.

- Si inicia sesión con su nombre de usuario de Blackbaud Tuition Management y su BBID aún no está vinculado a una cuenta de Tuition Management, se le pedirá que ingrese su nombre de usuario y contraseña de Tuition Management antes de poder conectar la cuenta a un BBID. Una vez que sus cuentas estén vinculadas, podrá iniciar sesión con su BBID.
- Si su BBID ya está vinculado a su cuenta de Blackbaud Tuition Management, se le solicitará automáticamente que inicie sesión usando sus credenciales BBID vinculadas.

4. ¿Cómo puedo restablecer mi contraseña de Blackbaud ID (BBID)?

Si olvidó la contraseña de su ID de Blackbaud:

1. Visite <https://app.blackbaud.com/signin/forgot-password> y seleccione "Continuar con correo electrónico".
2. Deberá ingresar la dirección de correo electrónico asociada a su ID de Blackbaud y luego seleccionar "Continuar".
3. Aquí puede seleccionar "Olvidé mi contraseña" y seguir las instrucciones para recibir un código de confirmación.
4. Revise su bandeja de entrada y siga las instrucciones para restablecer su contraseña. Si no recibe el correo electrónico con el código de confirmación, revise su carpeta de correo no deseado.
5. Si inicia sesión a través de *Apple* o *Google*, cambie su contraseña a través de *Apple* o *Google* directamente.
6. Si su organización habilita el inicio de sesión único (SSO) a través de un proveedor de identidad (IdP), comuníquese con su administrador de TI para cambiar su contraseña.

5. ¿Cómo puedo vincular varias cuentas escolares a mi inicio de sesión de Blackbaud ID (BBID)?

Si tiene estudiantes matriculados en varias escuelas que utilizan la **Blackbaud Tuition Management**, puede seguir estos pasos para vincular cuentas adicionales al mismo BBID. Repita el proceso las veces que sea necesario para vincular tantas cuentas como sea necesario, si corresponde:

1. Después de iniciar sesión, seleccione sus iniciales en la esquina superior derecha y seleccione "Cambiar cuenta escolar" en el menú.
2. Aparecerá una pantalla llamada "Agregar otra cuenta". Ingrese una dirección de correo electrónico o un número de teléfono (principal, secundario o móvil) asociado a la otra cuenta escolar que desea agregar.



3. Nuestro sistema buscará información que coincida con la información proporcionada. Si se encuentra una coincidencia, verá el nombre de la escuela, la sesión más reciente, el ID familiar y los estudiantes de la cuenta. Seleccione la cuenta a la que desea conectarse (debe hacerlo una a la vez) y seleccione "Continuar".
4. Recibirá un código de verificación por SMS o correo electrónico a la información de contacto seleccionada de su nueva cuenta. Ingrésele en "Verificar su cuenta" y seleccione Continuar.
5. Recibirá un código de verificación por SMS o correo electrónico a la información de contacto seleccionada de su nueva cuenta. Ingrésele en "Verificar su cuenta" y seleccione Continuar.

6. ¿Hay alguna manera de recuperar mi nombre de usuario de Blackbaud Tuition Management y actualizar mi contraseña?

Si aún no ha seleccionado iniciar sesión en Blackbaud Tuition Management con su ID de Blackbaud (BBID), puede recuperar su nombre de usuario haciendo clic en la sección "¿Olvidó su nombre de usuario o contraseña?", disponible en la página de inicio de sesión para padres. En la primera sección, ingrese el número de teléfono de su cuenta con su ID familiar. Para restablecer su contraseña de Tuition Management, utilice la segunda sección para ingresar su nombre de usuario e ID familiar. Recibirá un correo electrónico con instrucciones para restablecer su contraseña en la dirección de correo electrónico principal de su cuenta. Si ya ha seleccionado iniciar sesión en Tuition Management con su BBID, consulte las [instrucciones para restablecer su contraseña a continuación](#).

7. ¿Qué direcciones de correo electrónico debo añadir a mi lista de remitentes seguros o contactos seguros?

- customerservicemessages@blackbaud.school
- customerservice@blackbaud.school
- no-reply-customerservice@blackbaud.school
- no-reply-customerservicemessages@blackbaud.school

8. ¿Qué es mi Family ID y dónde puedo encontrarlo?

Su identificación familiar es un número de identificación específico de cuenta de 13 dígitos, para cada cuenta específica de escuela, que se actualiza anualmente cada año escolar. Se puede encontrar en cualquier comunicación escrita enviada desde Blackbaud Tuition Management o en su cuenta en línea. Asegúrese de incluir su identificación familiar en todos los pagos enviados a **Blackbaud Tuition Management** para asegurarse de que se apliquen a la cuenta adecuada.

9. ¿Qué puedo hacer cuando he iniciado sesión en mi cuenta de Blackbaud Tuition Management en línea?



En nuestro sitio web principal puede hacer lo siguiente:

- Realizar un pago
- Detener/Reanudar pagos de débito automático
- Revisar el historial de pagos
- Cambiar/editar su información de pago
- Actualice su información personal
- Ver e imprimir facturas (si no está en débito automático), estados de cuenta de matrícula familiar y estados de fin de año para fines fiscales
- Ver un desglose detallado de la matrícula, tarifas y descuentos facturados a su cuenta

10. ¿Cómo actualizo mi información personal, que incluye: mi dirección, número de teléfono, dirección de correo electrónico, contraseña o información de pago?

Inicie sesión en su cuenta en línea y seleccione **My profile** en la parte superior de su pantalla. Haga clic en **Update** y elija la sección que desea cambiar de las opciones.

11. ¿Cómo puedo invitar a usuarios adicionales para acceder a mi cuenta o realizar pagos en línea?

Al iniciar sesión con Blackbaud ID (BBID), solo se puede conectar un BBID a su cuenta de Family ID como usuario principal. Los usuarios principales pueden invitar a usuarios secundarios a acceder a la cuenta en línea a través de nuestro sitio web principal con sus propias credenciales de inicio de sesión de BBID.

1. Como usuario principal, después de iniciar sesión en su cuenta, seleccione la página "Mi perfil".
2. Usando la pestaña "Acceso", ingrese su dirección de correo electrónico en "Invitar usuarios adicionales" y haga clic en el botón Invitar usuario.
3. El usuario adicional recibirá un enlace por correo electrónico para configurar el acceso a la cuenta utilizando su dirección de correo electrónico BBID.

Nota: Los usuarios adicionales no pueden enviar invitaciones de acceso a otros terceros.

Como usuario principal, puede agregar o eliminar tantos BBID adicionales como necesite en cualquier momento.

12. ¿Por qué mi monto mensual es diferente cada mes?

Su pago total puede cambiar de un mes a otro debido a tarifas, descuentos, y ajustes realizados por su escuela.



13. ¿Con quién me comunico si tengo una pregunta sobre por qué hay una tarifa o un elemento de facturación en mi cuenta?

Comuníquese con la oficina comercial de su escuela, ya que **Blackbaud Tuition Management** solo recibe el nombre y el monto de un cargo o descuento.

14. ¿Qué pasa si creo que una cantidad en mi factura es incorrecta?

Si no está de acuerdo con alguno de los montos de su factura, puede comunicarse con nuestro Centro de Contacto para Padres. Nos pondremos en contacto con la escuela en su nombre para aclarar el monto adeudado. **Blackbaud Tuition Management** no está autorizado a modificar el monto de la matrícula adeudada ni a organizar planes de pago alternativos sin la aprobación de su escuela.

15. ¿Cuál es la forma más rápida de hacer un pago?

Blackbaud Tuition Management ofrece dos opciones de pago inmediato, para pagar con cheque, ahorro, débito o crédito, que incluyen:

- Pagar en línea en parent.blackbaud.school
- Pagar por teléfono a través del sistema automatizado o con un representante en vivo al (888) 868-8828

Los pagos realizados por teléfono y web se registran el mismo día que se reciben.

16. ¿Qué tarjetas de crédito acepta Blackbaud Tuition Management?

Según la política de su estado y escuela, Blackbaud Tuition Management puede aceptar tarjetas de crédito y débito VISA™, MasterCard™, American Express™ y Discover™. Puede utilizar su tarjeta de crédito para realizar pagos recurrentes mensuales.

17. ¿Blackbaud Tuition Management cobra una tarifa por los pagos?

Se puede cobrar una tarifa de plataforma sobre pagos de ACH y pagos hechos con tarjeta de crédito o débito. Esto puede variar según el contrato y la configuración de su escuela.

18. ¿Cómo puedo configurar pagos automáticos?

Puede configurar pagos automáticos mensuales desde su cuenta bancaria o tarjeta de crédito/débito iniciando sesión en su cuenta y seleccionando la pestaña "Mi perfil" en la parte superior de la pantalla. A continuación, seleccione la pestaña "Información de pago" y "Añadir nueva cuenta". Introduzca la información de su banco o tarjeta y guarde la cuenta. La cuenta que aparece en "Cuenta de pago automático" ya está configurada para pagos automáticos mensuales. Si ya tiene otros métodos de pago guardados, marque la casilla "Usar esta

cuenta para mi débito automático" junto a la cuenta de pago correspondiente para establecerla como método predeterminado.

Si configura su pago automático con menos de 3 días hábiles de anticipación a su fecha de vencimiento, es posible que su primer pago no se debite automáticamente de la nueva cuenta. En este caso, deberá realizar un pago manual antes de su fecha de vencimiento. Lea atentamente los términos y condiciones, ya que podrían aplicarse cargos.

19. ¿Cómo detengo mis pagos automáticos?

Puede detener el procesamiento de un pago automático en una fecha de vencimiento próxima iniciando sesión en su cuenta y seleccionando la opción "Detener pago" en la página de inicio. Tenga en cuenta que los pagos deben detenerse en línea al menos 3 días hábiles antes de la fecha de vencimiento. También puede chatear con un representante en línea o llamarnos al menos 2 días hábiles antes de la fecha de vencimiento. Tenga en cuenta que los pagos se procesan un día hábil antes para garantizar que los fondos estén disponibles para su aplicación en su cuenta antes de la fecha de vencimiento.

20. ¿Puedo programar pagos futuros?

Sí, puede programar pagos futuros con tarjeta de crédito, tarjeta de débito o cuenta bancaria.

Note: Si también realiza pagos con débito automático, asegúrese de revisar [¿Cómo afectan los pagos programados a los pagos automáticos?](#)

1. Inicie sesión en el [parent site](#).
2. Seleccione **Make a Payment**.
3. Seleccione el método de pago: tarjeta de crédito (**Credit Card**), tarjeta de débito (**Debit Card**) o cuenta bancaria (**Bank Account**).
4. Seleccione **Utilice un método de pago guardado**.
5. Seleccione **Schedule future payments**.
6. Ingrese una fecha de pago (**Payment Date**) y un monto (**Amount**).
Tip: Seleccione el ícono de calendario para ayudar a seleccionar una fecha.
7. Puede seleccionar **Schedule an additional payment** e ingresar fechas y montos adicionales según sea necesario.
8. Seleccione **Continue**.
9. Revise la información de pago programado.
10. Si toda la información es correcta, seleccione **Continue**.
11. Revise la página de confirmación. Seleccione imprimir (**Print**) si es necesario.

Recibirá un correo electrónico de confirmación con los detalles de su pago programado. Si programa un pago con más de 10 días de antelación, también recibirá un correo electrónico de recordatorio 10 días antes del proceso de pago.



Note: Si programa pagos con una cuenta bancaria que se encuentra en proceso de validación de NACHA y la cuenta bancaria no supera la validación de NACHA, esos pagos se eliminarán de la programación.

21. ¿Cómo puedo revisar o cancelar un pago programado?

Para revisar los pagos programados, inicie sesión en el sitio principal, seleccione Payment, y luego View Payments. Los pagos futuros se muestran en Scheduled Payments. Puede seleccionar Cancel para eliminar un pago programado hasta tres días hábil antes de la fecha de pago programada.

22. ¿Cómo afectan los pagos programados a los pagos automáticos?

Tip: Para garantizar que su pago programado reduzca el monto de su próximo pago automático, seleccione una **Fecha de Pago** para su pago programado que sea al menos 3 días hábiles antes de la fecha de pago automático.

Si agrega un pago programado con una **Fecha de Pago** al menos 3 días hábiles antes de su fecha de pago automático, el pago programado disminuirá el monto de su pago automático siempre y cuando no tenga un saldo vencido. Si tiene un saldo vencido, el pago programado se aplica primero a ese saldo vencido antes de que se asignen fondos a la facturación del mes actual.

Si agrega un pago programado con una Fecha de Pago 2 días hábiles o menos antes de su fecha de pago automático, en la misma fecha de su fecha de pago automático o después de su fecha de pago automático, no disminuirá el monto de su pago automático y puede resultar en un saldo acreedor en su cuenta.

23. ¿Cómo puedo pagar con cheque?

Si desea usar su cuenta de cheques para pagar, puede hacerlo haciendo un pago único en línea, llamando a un pago a través del sistema automatizado o con un representante en vivo, configurando pagos mensuales automáticos directamente desde su cuenta de cheques o de ahorros, o enviando un cheque o giro postal. Los cheques o giros postales deben enviarse por correo al centro de procesamiento de pagos más cercano que se enumera a continuación. Si vive al este del río Mississippi, use la primera dirección postal en Newark NJ. Si vive al oeste del río Mississippi, use la segunda dirección postal en Los Ángeles, CA.

Si desea enviar un pago con seguimiento (UPS, FedEx, Correo Certificado), envíelo a una de las direcciones indicadas para envíos urgentes. El plazo de entrega y envío es de 7 a 10 días hábiles.

Incluya su identificación familiar en su cheque o giro postal para asegurarse de que se aplicará a la cuenta correspondiente.

Al este del Mississippi

Blackbaud Tuition Management

Apartado de correos 11731

Newark, NUEVA JERSEY 07101-4731

Paquetes nocturnos (al este del Mississippi) Tecnología Exela



Blackbaud Tuition Management

365 W. Passaic Street, Suite 255, 2° piso Rochelle Park NY 07662

Al oeste del Mississippi**Blackbaud Tuition Management**

Apartado de correos 54228

Los Ángeles, CA 90054-0228

Paquetes nocturnos (oeste del Mississippi) Tecnología Exela**Blackbaud Tuition Management**

20500 Belshaw Ave.

Carson, CA 90746

Asegúrese de revisar los Consejos útiles para pagos por correo o Pago de facturas bancarias antes de enviar un pago por correo.

24. ¿Puedo pagar usando el servicio de pago de facturas en línea de mi banco?

Sí, puede utilizar el servicio de pago de facturas en línea de su banco para enviar pagos a Blackbaud Tuition Management. Tenga en cuenta: Es posible que el pago de facturas en línea no transfiera fondos electrónicamente a Blackbaud Tuition Management; en cambio, su banco puede enviarnos un cheque en papel. Le aconsejamos que configure su pago de facturas en línea para que ocurra al menos 7-10 días hábiles antes de su fecha de vencimiento para garantizar que el cheque se reciba y procese antes de la fecha de vencimiento programada. Consulte Consejos útiles para pagos por correo o Pago de facturas bancarias para obtener los detalles aplicables.

25. Consejos útiles para pagos por correo o pago de facturas bancarias

- Incluya su identificación familiar de 13 dígitos en la sección de notas del cheque o giro postal (no es necesario un talón de pago).
- No incluya ningún papeleo adicional con el pago (cartas, notas postales, grapas, clips, etc.). Agregar artículos adicionales retrasará el procesamiento de su pago.
- Por favor, envíe los pagos de 7 a 10 días hábiles antes de la fecha de vencimiento. Si hay un día festivo, agregue de 3 a 4 días hábiles adicionales.
- Si hay menos de 7-10 días hábiles antes de su fecha de pago, considere pagar a través de nuestro sitio web en parent.blackbaud.school. También puede utilizar nuestro servicio telefónico automatizado para realizar un pago. Ambas soluciones eliminan los retrasos en el procesamiento de su pago. Puede pagar en línea o por teléfono usando su cuenta de cheques o de ahorros.



- Blackbaud Tuition Management acepta algunos pagos de facturas en línea electrónicamente; sin embargo, algunos bancos aún enviarán pagos como un cheque físico en papel a través del correo de USPS. Si tiene alguna pregunta sobre si su pago será enviado electrónicamente por su banco, comuníquese directamente con su banco.
- Una vez que un pago ha sido enviado por cheque físico en papel, no se puede detener. Si decide detener el pago con su banco, se incurrirá en una tarifa bancaria fallida en su cuenta de Blackbaud Tuition Management.
- Si planea utilizar el servicio de pago de facturas en línea de su banco, incluya su identificación familiar de 13 dígitos sin letras, espacios o caracteres.

26. ¿Cómo puedo transferir mi pago? ¿Cómo pueden las familias internacionales realizar pagos?

Los pagos a Tuition Management deben realizarse en moneda estadounidense y a través de instituciones bancarias estadounidenses.

Note: Se aceptan pagos en cuentas bancarias emitidas a través de Puerto Rico. No aceptamos pagos con tarjetas de débito o crédito emitidas a través de Puerto Rico.

Las instrucciones de cableado se pueden encontrar a continuación. Proporcione esta información de pago a su institución financiera según su ubicación.

Se cobra una tarifa de \$15.00 por cada transferencia enviada a Blackbaud Tuition Management. Agregue \$ 15.00 con su pago de matrícula para cubrir los cargos bancarios asociados con la aceptación de transferencias bancarias. Además, verifique con su institución financiera cualquier tarifa adicional que le puedan cobrar. También puede incurrir en tarifas adicionales de su banco o de un banco intermediario asociado con su banco. Lo mejor es hablar directamente con su banco sobre sus tarifas de transferencia.

Bancos dentro de los EE. UU. Enviar a:

Nombre del banco receptor:	Fifth Third Bank
Dirección del banco receptor:	38 Fountain Square Plaza Cincinnati, OH 45263
ABA/Número de ruta:	042000314
Número de cuenta del beneficiario:	SMT0402670
Nombre del Beneficiario:	Blackbaud Tuition Management
Dirección Beneficiaria:	65 Fairchild Street Charleston, SC 29492

Información requerida del beneficiario: Identificación familiar de 13 dígitos, que se encuentra en su factura



Bancos fuera de los EE. UU. Enviar a:

Nombre del banco:	Fifth Third Bank
Dirección Beneficiaria:	65 Fairchild Street Charleston, SC 29492
SWIFT/BIC:	FTBCUS3C
Número de ruta federal:	042000314
Número de cuenta del beneficiario:	SMT0402670
Nombre del beneficiario de la cuenta:	Blackbaud Tuition Management
Dirección Beneficiaria:	65 Fairchild Street Charleston, SC 29492
<u>Información requerida del beneficiario:</u>	Identificación familiar de 13 dígitos, que se encuentra en su factura

Pagos internacionales *Flywire*

Note: Los pagos internacionales de *Flywire* solo están disponibles si su escuela tiene la integración de *Flywire*.

Si su escuela ofrece *Flywire* como opción de pago, las familias internacionales pueden realizar pagos con cuenta bancaria, tarjeta de débito o crédito a través del sitio para padres.

Cuando la integración de *Flywire* está habilitada, los pagadores pueden seleccionar el método de pago de Pagos internacionales al realizar pagos.

Para obtener información adicional o soporte para usar *Flywire*, los pagadores pueden visitar [Flywire Help](#) para obtener preguntas frecuentes y soporte por teléfono, chat y correo electrónico las 24 horas del día, los 7 días de la semana.

Información adicional

- Flywire muestra el importe total adeudado en la moneda local elegida por el pagador. Al comparar los tipos de cambio de divisas, es importante que el pagador compare el total de Flywire con el monto que cobrará su banco, no con lo que se muestra en los motores de búsqueda o en los sitios web generales de divisas.
- En caso de que un pagador obtenga una tasa más baja de su banco, Flywire ofrece una Garantía de Mejor Precio en su experiencia de usuario.
- Flywire garantiza que se entregue el importe total, en lugar de un déficit de entre 10 y 50 dólares debido a tarifas de transferencia y tarifas de transacciones inesperadas.

27. ¿Por qué el estado de mi pago es "En espera"?

De conformidad con las normas de NACHA, todos los pagos realizados con una nueva cuenta bancaria deben pasar por un proceso de validación para garantizar que la información de la cuenta sea precisa, que la cuenta esté abierta, activa y que pueda recibir transacciones ACH. Los pagos se mostrarán como "En espera" durante el período de validación, que suele tardar 4 días laborables. Una vez que la validación sea exitosa, se procesará el pago. Si la validación falla, se le notificará por correo electrónico.

Si actualiza la información de su cuenta bancaria mientras un pago está en espera, la información de la cuenta actualizada se agrega como un nuevo registro de cuenta bancaria. La antigua cuenta bancaria con el pago en espera permanece activa. Puede eliminar la cuenta anterior después de que el pago salga de la retención o comunicarse con [el Centro de contacto para padres](#) para rechazar el pago en espera y eliminar la cuenta.

28. ¿Qué es la política de pago atrasado?

Los pagos vencen en o antes de su fecha de vencimiento. Si su pago no se realiza antes de la fecha de vencimiento, o si tiene un saldo pendiente, es posible que se aplique una tarifa de servicio de seguimiento.

Blackbaud Tuition Management le recordará su próximo pago para ayudarlo a pagar a tiempo. También le avisaremos cuando haya perdido un pago para ayudarlo a evitar cargos futuros. Se pueden aplicar recargos adicionales según la política de su escuela.

29. ¿Existen comisiones bancarias asociadas a los pagos que no se realizan correctamente?

Se puede aplicar una tarifa a su cuenta por cualquier pago fallido procesado a través de débito automático, teléfono, o web. Su banco también puede imponer tarifas adicionales.

30. ¿Dónde puedo encontrar estados de cuenta de fin de año a efectos fiscales?

1. Inicie sesión en su cuenta en parent.blackbaud.school.
2. Seleccione el **Año de la sesión**.
3. En **Enlaces relacionados**, seleccione **Declaración de fin de año familia** o **Declaración de fin de año del estudiante**.

31. ¿A quién debo contactar si tengo preguntas sobre mi factura?

Nuestro Centro de contacto para padres está disponible a través del chat en línea al iniciar sesión en su cuenta al parent.blackbaud.school o por teléfono al 1(888) 868-8828.

- Los agentes telefónicos están disponibles de lunes a viernes de 7:00 a. m. a 1:00 a. m. EST, y sábados y domingos de 9:00 a. m. a 5:30 p. m. EST. Las llamadas se atienden en el orden en que se reciben.
- Los agentes de chat están disponibles de lunes a viernes de 8:00 a. m. a 10:00 p. m. EST.

Puede acceder a su cuenta para consultar saldos y realizar pagos en línea las 24 horas del día.

The Tuition Refund Plan

The Tuition Refund Plan is in use at over 1200 leading independent schools and colleges.

2026-2027

DEWAR

Why do you need the Tuition Refund Plan?

Your financial obligation to the school is for the full annual tuition as stated in the school's enrollment contract. The school cannot refund tuition or cancel unpaid obligations if a student is forced to withdraw during the academic year.

If your student withdraws, the Tuition Refund Plan will pay benefits (subject to the terms of the policy and the amount insured) to the school, which provides substantial assistance in meeting your financial obligation.

Every year, thousands of students must withdraw from private schools. The following are examples of reasons why:

- Family Move
- Change of Objective
- Injury or Sickness
- Death of Parent or Student
- Disciplinary Dismissal
- Scholastic Difficulties
- Financial Problems
- Mental Health Conditions
- Job Loss

This leaflet explains how to protect your tuition commitment against unforeseen withdrawals or dismissals. The Plan provides substantial insurance protection at a modest cost.

What the Plan covers

Withdrawal or absence for medical reasons

- The Plan will pay 70% of the unused yearly insured fees, less a four day deductible period, provided the student's injury or sickness forces the student to withdraw from school or medical absence lasts for more than four consecutive days (including weekends and holidays).
- The Plan will pay 70% of the unused yearly insured fees, less a four day deductible period, provided the student's mental health condition, as referenced in DSM V, forces the student to withdraw from school or medical absence lasts for more than four consecutive days (including weekends and holidays).

Withdrawal for other than medical reasons

(Examples include: moves, change of objective, financial hardship and voluntary withdrawals.)

- The Plan will pay 60% of the unused yearly insured fees provided the student has withdrawn from school after attending more than fourteen consecutive calendar days (including weekends and holidays) beginning with the student's first class day of attendance in the academic year.

Dismissal from the school

- The Plan will pay 60% of the unused yearly insured fees provided the student is dismissed from school after attending more than one calendar day beginning with the student's first class day of attendance in the academic year.

Definitions and conditions

- The "academic year" (referred to as "period of coverage" in the policy) upon which benefits are based consists of the actual calendar days in the school year (including weekends, holidays and vacations) beginning with the first day of formal academic instruction (excluding pre-season athletic practice, orientation, registration and graduation days) and ending with the last day of formal academic instruction, including examinations.
- "Withdrawal or absence for medical reasons" means complete, involuntary severance from classes as certified to and regularly treated during the period of coverage by a legally qualified medical practitioner, not related to the student.
- "Injury" means bodily injury caused by an accident. The accident must occur on or after the effective date of the student's coverage.
- "DSM V" is the American Psychiatric Association's Diagnostic and Statistical Manual.
- "Withdrawal for other than medical reasons" means complete, voluntary severance from classes for the balance of the academic year.
- "Dismissal" means complete, involuntary severance from classes by the school authorities for scholastic or disciplinary reasons for the balance of the academic year.
- "Unused yearly insured fees" means the portion of the insured fees paid or payable by the insured student/parent for the remaining time in the current school year after the student's withdrawal or dismissal. (i.e., the prorated tuition insured from date of separation to the end of the academic year.)
- "Preschool" means any instruction, program or service rendered to students who attend early childhood, nursery or any other program for children prior to or below the kindergarten level.

Definitions and conditions (continued)

- Medical benefit period ends immediately upon student's resumption of classes at any school or upon becoming gainfully employed.
- Under this policy coverage ceases on the last day of formal academic instruction by the school for any reason. For preschool students the last day of academic instruction will include the school's announcement/provision of any virtual, remote, online or similar type of education or service in lieu of education or services on the physical campus.
- Withdrawal or dismissal must result in the loss of scholastic credit at the school.

Exclusions

Not Covered Under The Plan

Medical withdrawal or absence due to:

1. war or any act of war 2. taking part in a riot 3. pregnancy and/or childbirth 4. nuclear reaction, radiation or radioactive contamination 5. failure to attend classes for any reason other than injury or sickness 6. injury which occurred before the effective date of coverage.

Withdrawal for other than medical reasons or dismissal due to:

1. being inducted into the armed forces or being assigned alternative duty in lieu of active military service 2. any hostile or warlike action 3. rebellion, riot or civil commotion 4. any order of a de jure or de facto governmental or sovereign power directed to the student 5. nuclear reaction, radiation or radioactive contamination 6. destruction of any school facility due to any cause 7. school bankruptcy, insolvency or other financial instability that results in school's inability to operate and provide formal academic instruction 8. school closure for any reason (for preschool students, closure includes the school's provision of any virtual, remote, online, or similar education or service in lieu of education services provided on the physical campus, beginning with date of announcement and regardless of resumption or intention to resume on the physical campus) 9. temporary non-medical absences, suspensions, changes from resident to day status or schedule reductions 10. boycotting of classes by the student 11. completion of academic requirements or early graduation 12. any withdrawal prior to or within the first fourteen consecutive calendar days or any dismissal prior to the first calendar day beginning with the student's first class day of attendance in the academic year.

Period of coverage

Coverage is effective under the Plan as follows:

MEDICAL: From July 1 through the last day of the academic year.

NON-MEDICAL: For the entire academic year after meeting the fourteen-day attendance requirement.

DISMISSAL: For the entire academic year after meeting the one-day attendance requirement.

LATE-ENTERING STUDENTS who commence classes after opening day may enroll in the Plan provided premium is paid within 10 days after starting classes. Medical coverage begins on the date the premium is received. Non-medical coverage is effective after the student has satisfied the fourteen-day attendance requirement. Dismissal coverage is effective after the student has satisfied the one-day attendance requirement.

Claims

Claim forms with instructions are available at the school business office. Claims must be reported within 30 days from the date of separation. Benefit payment is made to the school to be credited to the student's account. Benefits not required to settle your account with the school, if any, will be refunded to you by the school.

Cost

The cost of the Tuition Refund Plan is detailed in your enrollment materials. Written notification of enrollment in the Plan must be made by July 1, the effective date of the policy. Premium payment is due within ten days after the first class day of the academic year.

Contact Us

Website: **www.tuitionrefundplan.com**

Email: **trp@dewarinsurance.com**

A.W.G. DEWAR, INC.

4 Batterymarch Park
Quincy, MA 02169

Underwriter

Tuition Refund Plan policies are underwritten by Atlantic Specialty Insurance Company. Plan policies are produced by A.W.G. Dewar, Inc., dba A.W.G. Dewar Insurance Agency, Four Batterymarch Park, Quincy, MA 02169. The name of each student is listed on a policy which is held by the school business office, not as agent for the insurance company, but on behalf of insured students and their parents. This leaflet is an outline of coverage for the ensuing academic year. Actual coverages are governed by the insurance policy on file in the school's business office. Coverage may change each academic year. A.W.G. Dewar, Inc. is the originator of the trademarked Tuition Refund Plan.

Academic year: 2026-2027

Form number: G14220

Coverage code: 4DD/70/70/60/60