

**INTERNATIONAL TUITION AND SCHOOL FEES/CHARGES
2026 – 2027**

Grades 11 through 12	\$ 63,000
Grades 9 through 10	\$ 60,300
Grades 6 through 8	\$ 59,300
Grades 4 through 5	\$ 52,900
Grade 3	\$ 49,300
Grade 2	\$ 44,000
Grade 1	\$ 39,400
Grade K	\$ 33,200

****Included in above: Lunch Program, Annual Fund, International fee***

*****Newly enrolled international students who are required to attend the summer SEED Program must add \$2,000 to the grade. This three-day summer course, held at the school, includes lunch, daily activities and summer tuition. International students must be on campus prior to the start of the program. Students should plan to arrive in the United States by Friday, August 21st as the program begins on Wednesday, August 26, 2026.***

****** All international students are required to show proof of medical coverage within fifteen (15) days of arrival. Plans vary, and more information can be found on the international webpage at WHschool.org/international***

OPTIONAL SCHOOL FEES – Dependent upon course selection or grade:

Homestay Fee (per month):	\$ 1,500 - \$ 2,000 (includes transportation to and from school daily)
Encore (After School) Program (1-8):	\$ 16 per hour
Textbooks (9-12) :	Variable (by course selection)
Middle School Overnight Trips:	Variable (\$ 750 to \$ 1,500)
Laptop for Upper School students:	Purchase through the school is optional - price to be determined

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.



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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.

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www.whschool.org



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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)
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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



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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



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- 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)

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: _____

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**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.

