



Holy Spirit School  
2023 - 2024 Online Instructions

**School ID:** 13296

**School Name:** Holy Spirit School

**Application Deadlines:** Round 1 of Bishop Scholarship: 12/4/2022

**We encourage families to apply early, but other rounds of financial aid will be available in the Spring until Bishop Scholarship funds are exhausted.**

**Eligible Grades:** All Grades

**Note: Preschool students are not eligible for Bishop's scholarships, but might be considered for other school or parish grants. Children in all grades should be included in the application.**

**Application Fee:** \$30

**Required Supporting Documentation for each Employed/Self-Employed Parent:**

*Applications submitted without documentation will not be processed.*

- Most recent paystubs.
- 2021 W-2 forms for all jobs.
- 2021 filed federal tax return: 1040, 1040A, 1040EZ with all schedules. 2022 tax returns mandated after 4/15/23. 2021 filed federal business tax return: 1120, 1120S, 1065 (if applicable). 2022 business returns mandated after 4/15/23.  
Tax years of submitted documents must match in order for your application to be reviewed.
- Supplemental income documentation: Social Security income, Welfare, Food Stamps, Child Support, 1099-M Forms, Worker's Compensation, Unemployment, Veterans Benefits, Housing Allowance, etc.
- If you are unable to provide any of the aforementioned items, please submit a Special Circumstance Letter indicating which document(s) you are unable to provide and why. This information will be shared with your school for consideration.

### Application Rollover

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

### Creating Your Account

Please visit <https://studentfinancialaid.blackbaud.school> and create your account by entering your primary email address as your username. Blackbaud Financial Aid Management will use this email address to contact you in the event that your application is "On Hold" for missing documentation. Once you create your username and password, you will receive a verification email. Once you click the verification link in the email to verify that you are the account holder, you will be able to log in using the username and password you created. Please be advised that if you do not click the verification link that is sent to your email address, you will not be able to log in or reset your password.

**You will also receive an Application ID unique to your family. Please keep this ID number for any reference and for new logins.**

### Submitting Documentation for Each Employed/Self Employed Parent

Documentation should be submitted at the time the application is completed. Please be advised that each document must be uploaded separately under the appropriate document type found in the drop-down menu on the "Documentation" tab in order for your application to automatically move into the "Documents Received" status, and ready for review.

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

## Blackbaud Financial Aid Management Contact Information

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

## Notification of Financial Aid

Once your application is processed, a financial aid recommendation will be forwarded to the **Diocese of Grand Rapids**. All final financial aid decisions, including notification of an award amount (if any) will be made by **Holy Spirit School**. If you have not received notification regarding financial aid, contact the financial administrator at **Holy Spirit School**.

## Online Instructions

### 1. Online Application

Visit: <https://studentfinancialaid.blackbaud.school>

### 2. Section 1 – Household Information

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

For dependents in college, select the "attending another private school" status option.

### 3. Section 2 – Selecting A School

Enter your school's five-digit code or name in the search box and click the green magnifying glass icon. If you want to search for schools near you that are participating in the Blackbaud Financial Aid program, you can search by city and state. Make your selection by checking the select check box. Once a school or multiple schools are selected, you will then need to select the student(s) you wish to apply for aid at the appropriate school(s). On the following page, you will then need to select the upcoming grade for the student and student code (select your parish code if you are a parishioner or "NonParish" if you are not a parishioner). Clicking "next" after each section will allow you to move on to each subsequent section.

### 4. Section 3 – Income & Expenses

Enter any income the household receives; employment, business or supplemental. If the work status is selected as 'employed', 'self-employed', 'unemployed, receiving benefits', or 'disabled, receiving benefits,' you will be required to enter this income source in the appropriate section before moving through the application. Please enter all expenses as they pertain to your household.

### 5. Section 4 – Assets & Debts

Enter all assets and debts as they pertain to your household.

### 6. Section 5 – Special Circumstances

Check off any special circumstance that pertains to your household. If no option available best describes your household's circumstance, please check 'other' and describe your situation. This information is confidential and will only be available to designated School Administration and Blackbaud Financial Aid Management staff.

### 7. Section 6 – Submit

Please select the appropriate Family Code (Parishioner or Non-Parishioner), agree to Blackbaud Financial Aid's terms and conditions, then click SUBMIT to pay the application fee and complete your online application. **Please be sure to enter all fields with accuracy.**

## Frequently Asked Questions

### **Q: Who should complete this aid application?**

A: Whomever the child resides with should complete this application whether it is a parent, grandparent, aunt/uncle, or legal guardian. There is a section within the application where you can enter contributions from non-custodial parents and relatives.

### **Q: Why do I need to input my spouse's information if I am remarried and they are not legally responsible for my children?**

A: Blackbaud Financial Aid Management's calculation works off of the total household income, therefore including all income, whether the party is legally responsible for your children or not. Our system however, does take into effect your spouse's expenses as well as their income. It is important to list all expenses that are asked of within the application.

### **Q: I do not have the required tax documents. HELP!**

A: Include the most recent tax documentation you have available. If you are asked for a specific line from a tax document that you have not yet completed, please estimate the projected amount. If the document can't be provided, please click the check-box next to the required document. Then go to "Submit Documents" and choose the "Special Circumstance Letter" option from the drop down menu, and upload an explanation letter.

### **Q: How will I know if I qualify for aid or not?**

A: We do not disclose information about the results of your application. All final tuition aid decisions, including notification of an award amount (if any); will be made by your school. For the date award notices will be given, please contact your school directly.

**Q: What if I want to edit my application?**

A: Once an application has been submitted and paid for it can **no longer be edited** by a parent. However, if changes are necessary a written statement with the change (including the application ID), should be sent to [support@studentfinancialaid.blackbaud.school](mailto:support@studentfinancialaid.blackbaud.school)

**Q: Which code should I select at the "Select a School" page?**

A: You must select a "Parish Code" from the drop-down list according to which parish you belong to. If you are not a parishioner in the Diocese, please select the "NonParish" code. All applications will be considered for financial aid, but it is important to select a parish code as the diocese requires it in order to be considered for the Bishop Scholarship.

**Holy Spirit Grand Rapids**  
**HSpirtGR – 13296**