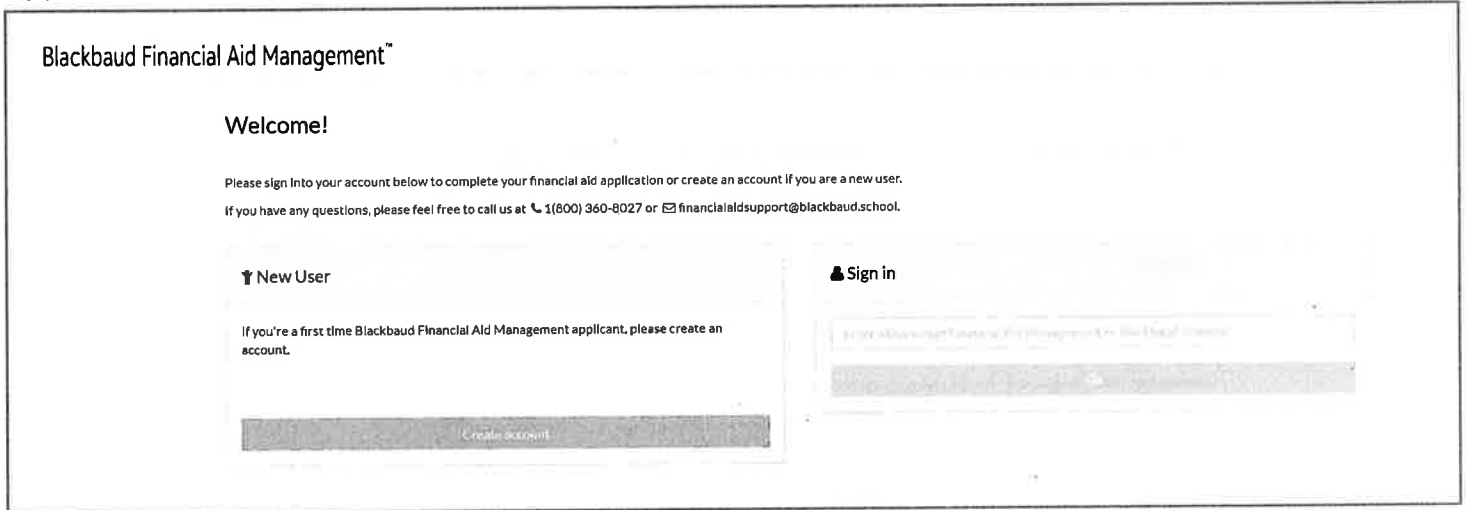
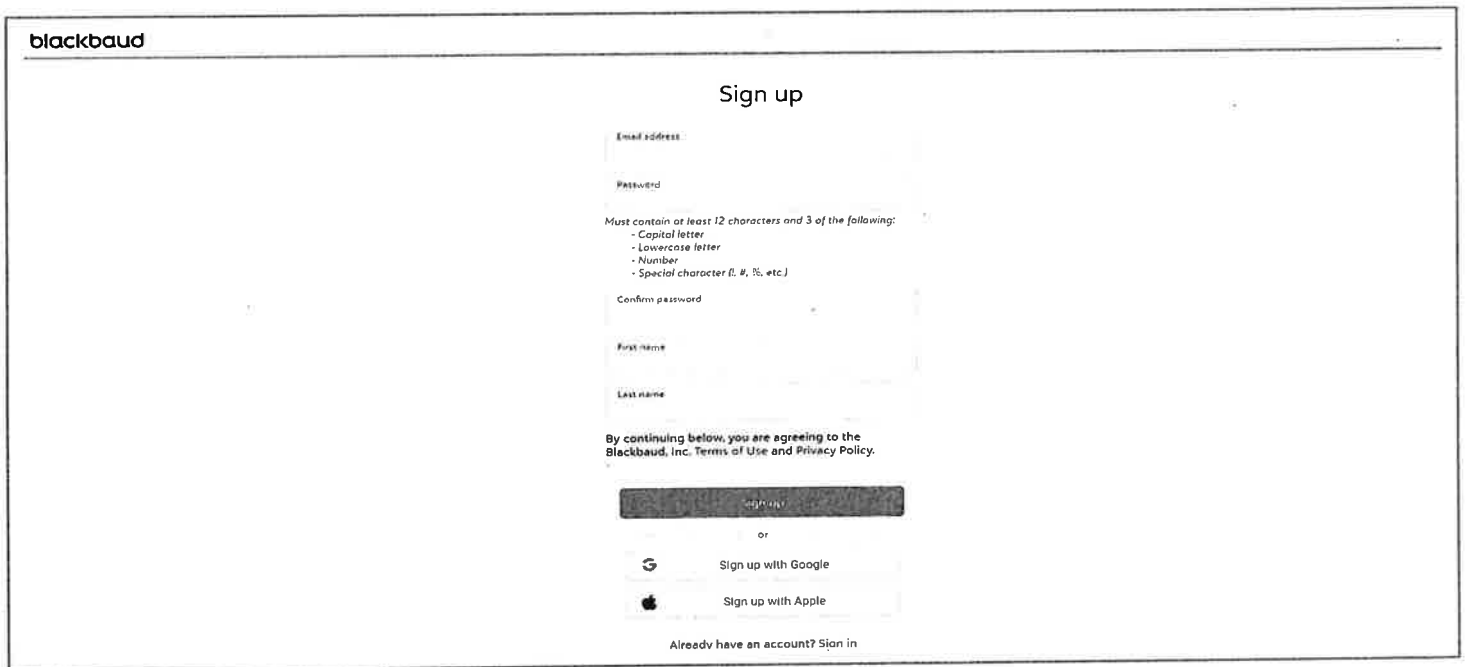


Welcome to Blackbaud Financial Aid Management! If this is your first time filing an application, please select "Create Account:"

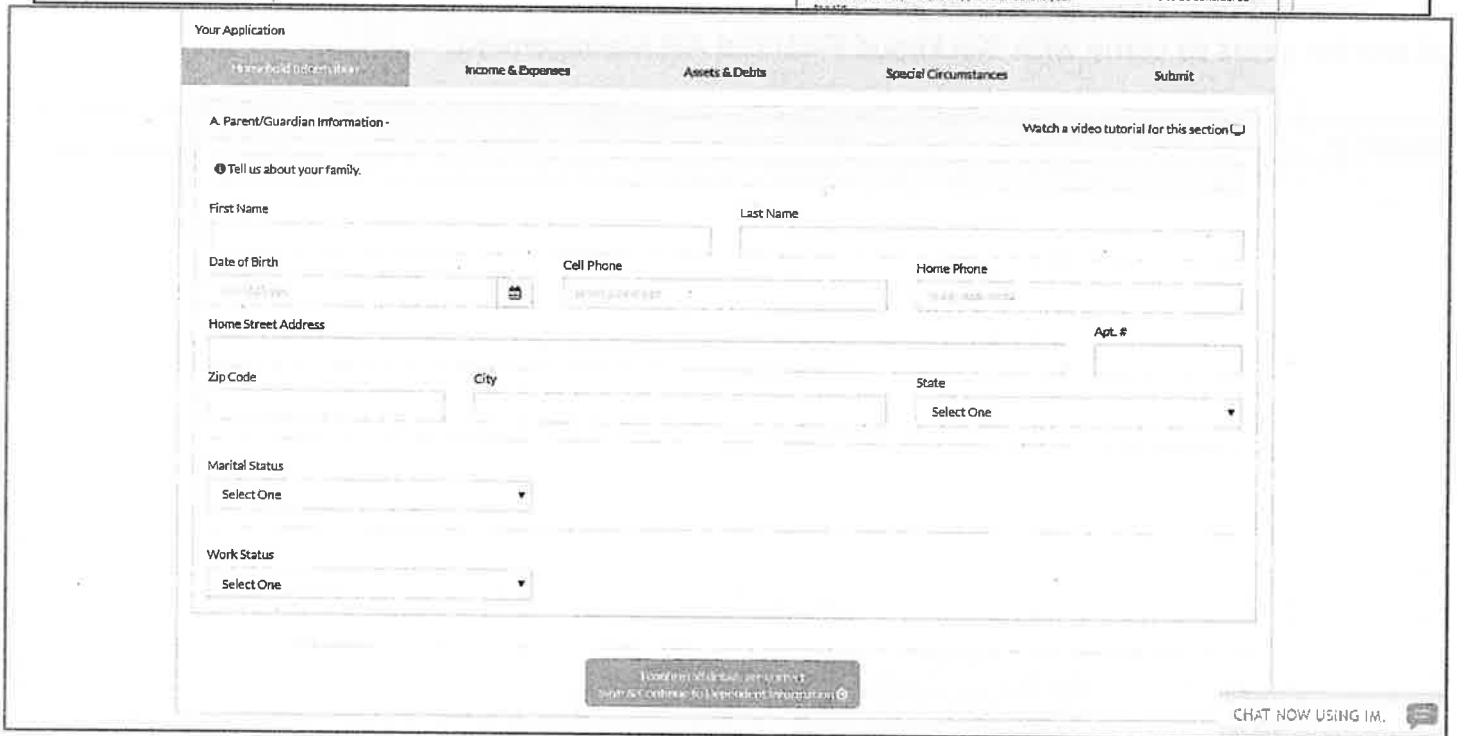
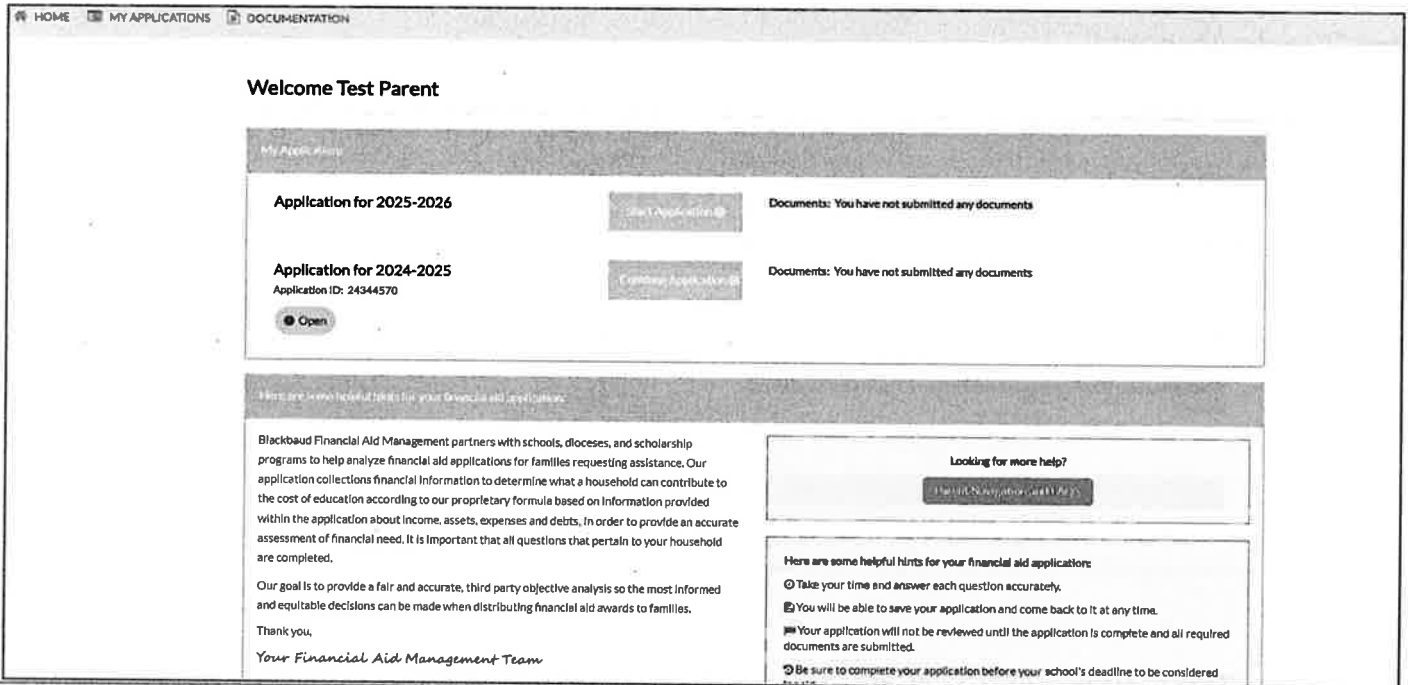


First, we will create an account that you will use to file applications not only for the current year, but also for years to come with Blackbaud Financial Aid Management:



Next, you must check your email for a verification link sent from [customerservice@smarttuitionmessages.com](mailto:customerservice@smarttuitionmessages.com). Please be sure to check your spam and junk mail folders, in case your email account identifies this email as such. Upon receiving the email, simply

click the verification link within, and you're ready to complete your financial aid application! After logging into your new Blackbaud Financial Aid account, please be sure to watch the video tutorial, to help you complete the application, or even chat with one of our Customer Support Professionals, right on the application webpage! Once you are ready to begin, click "Start Application" or "Continue Application" for the school year you want to apply for. You will then be prompted to enter the Parent/Guardian information for your *entire* household:



After adding each Parent/Guardian's information, click "Save & Continue to Dependent Information."

Your Application

Household Information | Income & Expenses | Assets & Debts | Special Circumstances | Submit

B. Dependent Information Watch a video tutorial for this section

Enter all dependents in the household.

<p>First Name Daughter</p> <p>Date of Birth 01/01/2000</p> <p>School Status Applying for aid</p> <p>To Daughter Test, Test Parent is: Mother</p> <p>Annual Tuition Contributions Household \$ 0</p>	<p>Last Name Test</p> <p>Gender Male</p> <p>Upcoming grade K</p> <p>Other \$ 0</p>
---	--

B.1 Dependent 1 Information Refresh

<p>First Name Son</p> <p>Date of Birth 01/01/2000</p> <p>School Status Applying for aid</p> <p>To Son Test, Test Parent is: Mother</p> <p>Annual Tuition Contributions Household \$ 0</p>	<p>Last Name Test</p> <p>Gender Female</p> <p>Upcoming grade 1</p> <p>Other \$ 0</p>
---	--

Add another dependent

Back Save & Continue to Students on Application

Please be sure to indicate the children who are applying for financial aid with “Applying for Aid” as their **School Status**. Here, you’ll also see 2 fields under **Annual Tuition Contributions**. The “Household” field indicates how much your family can afford towards the specific dependent’s tuition expense. Similarly, the “Other” field refers to any source from outside of your household that contributes towards the tuition expense. For example, if the student’s grandparents (or other relative) gifted money towards tuition, or if the dependent received a scholarship or grant from another source, that would be indicated here. After adding each of your household’s dependents, click “Save & Continue to Students on Application.” This brings us to the “Select a School” page. Please be advised that you can apply to as many Blackbaud Financial Aid Schools as needed with just one application!

Your Application

Income & Expenses    Assets & Debts    Special Circumstances    Submit

Students on Application Watch a video tutorial for this section

Student 1 - Test, Daughter

10427 Smart Aid Demo School

Student 2 - Test, Son

C. Select A School

School Code: 10427    School Name:    City:    State: Select One    Radius: Select

School Code	School Name	School City	State	Grades	Radius	Select
10427	Smart Aid Demo School	Omaha	NE	PK,K,1,2,3,4,5,6,7,8,9,10,11,12	0	<input type="checkbox"/>

Select student(s)  
 Test, Daughter     Test, Son

Next

There are several fields where you can search for the school(s) you are applying for. Type in the 5-digit school code listed on the Parent Instructions you've received, the name of the school, or the school's city, then click the green magnifying glass button to search. Your school will then appear within the grid on the page. Once you've selected your school, as seen above, select which of your dependents is attending the school, and click the green "Next" button. When applying for financial aid for additional dependents, please remove the school code from the School Code search bar, then enter the school code for the next school you would like to apply for, and click the green magnifying glass to locate the new school. Just as before, when the school appears, select the school and the dependent that will be applying for financial aid using the corresponding checkboxes. Once you have selected a school for your each of your dependents indicated to be "Applying for Financial Aid," please click the green "Next" button, as seen in the screenshot below:

Your Application

Income & Expenses    Assets & Debts    Special Circumstances    Submit

Students on Application Watch a video tutorial for this section

Student 1 - Test, Daughter

10427 Smart Aid Demo School

Student 2 - Test, Son

99999 Our Faithful Test School

C. Select A School

School Code: 99999    School Name:    City:    State: Select One    Radius: Select

School Code	School Name	School City	State	Grades	Radius	Select
99999	Our Faithful Test School	New York	NY	KH,M,K,F,W,1,2,4,5,6,7,8,9,10,11,12	0	<input type="checkbox"/>

Select student(s)  
 Test, Daughter     Test, Son

Next

Next, you will be prompted to enter the Grade of your dependent(s) that are applying for aid. Please make sure to enter your student's grade for the upcoming 2025-2026 school year (not their current grade) and select the Parish you belong to or the Non-Parishioner code. Leaving these fields blank will delay the processing of your application:

Your Application

Household Information | **Income & Expenses** | Assets & Debts | Special Circumstances | Submit

C. Select A School Watch a video tutorial for this section

Student	School Name	Grade	Code	Tuition
Test, Daughter	Smart Aid Demo School	5	Select	\$ 32,950
Test, Son	Our Faithful Test School	1	Select	\$ 10,000

[Back](#) [Save & Continue to Employment Income](#)

Then you will be asked to enter your Employment Income if you are employed, and your Business Income if you are self-employed:

Your Application

Household Information | **Income & Expenses** | Assets & Debts | Special Circumstances | Submit

D. Employment Income Watch a video tutorial for this section

**In this section you will tell us about your employment income. Please have your most recent paystubs available.**

Parent/Guardian: Select One | Employer Name: | Current: Pick One | Est. Annual Income: \$ | [Remove](#)

[Add another employer](#)

E. Business Income

**In this section you will tell us about your business income (if applicable).**

Parent/Guardian: Select One | Business Name: | Active: Pick One | Est. Annual Income: \$ | Type of Business: Select One | Percentage Owned: | [Remove](#)

[CHAT NOW USING IM.](#)

After adding your employment and/or Business Information, please confirm that all answers are correct, then click "Save & Continue to Monthly Income:"

Household Information **Income Expenses** Assets & Debts Special Circumstances Submit

**F. Monthly Income** [Watch a video tutorial for this section](#)

Do you currently receive monthly income?

(Examples: Food Stamps, Social Security, Child Support, etc.)  
Please enter monthly amounts:

Welfare/TANF \$  Food Stamps \$  Child Support \$  Alimony \$  Retirement/IRA \$

Social Security benefits for:  
Parent/Guardian \$  Dependent \$  Housing Allowance \$  Miscellaneous \$

Select all that apply for Miscellaneous income:  
 Veterans Benefits  Foster Care  Other

---

**G. Other Annual Income**

Do you currently receive additional annual income?

(Examples: Unemployment, Worker's Compensation, etc.)  
Please enter annual amounts:

Interest & Dividends \$  Worker's Compensation \$  Unemployment \$  Miscellaneous \$

Select all that apply for Miscellaneous income:  
 Capital Gains  Winnings  
 Inheritance  1099-M  
 Assistance from friends/relatives  Other

[Save & Continue to Housing Expenses](#)

CHAT NOW USING IM.

After entering all the Monthly and Other Annual Income that is applicable to your household, click the "Save & Continue to Housing Expenses" button. Here, you will be prompted to enter your Housing Information, whether you Own a home, or Rent a home:

Your Application

Household Information **Income Expenses** Assets & Debts Special Circumstances Submit

**H. Housing Expense** [Watch a video tutorial for this section](#)

Do you rent or own your primary residence?

Monthly Mortgage \$

Current Market Value \$

Total Owed on Property \$

Please enter annual amounts:

Electricity Expense \$  Previous Year Property Tax \$

Gas, Oil, Coal Expense \$  Previous Year Home Insurance \$

Water/Sewage Expense \$  Type of Dwelling

[Save & Continue to Medical Expenses](#)

CHAT NOW USING IM.

The next page will ask for information regarding other expenses that might be applicable to your household. In the Medical Expenses section, please be sure to accurately indicate whether your employer covers All, Some, or None of your Medical/Dental insurance.

Household Information | **Income & Expenses** | **Assets & Debts** | Special Circumstances | Submit

**I. Medical Expense** Watch a video tutorial for this section

Do you have current or past medical expenses? Select

**J. Child Support/Alimony**

Do you currently pay child support to others? Select

Do you currently pay alimony support to others? Select

**K. Child Care**

Do you currently have child care cost? Select

**L. Elderly Care**

Do you currently have elderly care cost? Select

Back Confirm all Qs have been answered. Save & Continue to Real Estate CHAT NOW USING IM

After completing these items, please click “Save & Continue to Donations” to find the Donations section:

Your Application

Household Information | Income & Expenses | **Assets & Debts** | Special Circumstances | Submit

**M. Donations** Watch a video tutorial for this section

**In this section you will tell us about your donations (if applicable).**

Do you donate to any charities or organizations? Yes

Name of Charity/Organization Remove

Total Annual Donation \$ Enter \$/Yr amount

Add

Back Confirm all Qs have been answered. Save & Continue to Real Estate CHAT NOW USING IM

If your household makes any contributions to charities or organizations, please list the amounts and the name of the organization, and **add** each separately. Once this is completed, click “Save & Continue to Real Estate:”

Your Application

Household Information    Income & Expenses    **APPLY FOR A VEHICLE**    Special Circumstances    Submit

N. Real Estate Watch a video tutorial for this section

Do you own any additional property other than your primary residence? No ▼

---

O. Retirement Plans

Do you currently have a retirement fund set up? No ▼

---

P. Current Assets

Please enter totals for any that apply to your household

Checking Account	\$ <input type="text"/>	Cash	\$ <input type="text"/>
Savings Account	\$ <input type="text"/>	Stocks, CDs, Bonds, etc.	\$ <input type="text"/>

CHAT NOW USING IM

Here, you will be asked for information such as, additional property other than your primary residence, retirement plans, as well as current assets. Once these fields have been accurately completed, please click "Save & Continue to Vehicles." The next page of the application asks questions regarding your family's vehicles, recreational vehicles, as well as current debts, as seen below:

Your Application

Household Information    Income & Expenses    **APPLY FOR A VEHICLE**    Special Circumstances    Submit

Q. Vehicles Watch a video tutorial for this section

Which option describes your family's vehicle expense(s)? Select ▼

---

R. Recreational Vehicles/Boats

Do you own any recreational vehicles/boats? Select ▼

---

S. Debts

Please enter totals for any that apply to your household

Credit Card	Bank Loans	Other Debts
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Student/Education Loans for:

Parent(s)/Guardian(s)	Dependent(s)
\$ <input type="text"/>	\$ <input type="text"/>

CHAT NOW USING IM



After completing the applicable fields, be sure to click “Save & Continue to Custom Questions.” If your school has decided to add any questions to the financial aid application, they will be found here. The custom question required by the Diocese of Grand Rapids will also be found here:

Household Information    Income & Expenses    Assets & Debts    **Special Circumstances**    Submit

T. Custom Questions

School Name: Smart Aid Demo School    School Code: 10427

1. What is the public school you are assigned to?

2. What high school did the parent(s)/guardian(s) on this application graduate from?

Check    I potentially did not answer a question. Click here to return to Special Circumstances.

CHAT NOW USING IM.

If your school does choose to implement these, please answer each of the following questions, then click the “Save & Continue to Special Circumstances” button once finished. Next, you will come to a Special Circumstances page where you can include any hardships your family may have recently gone through, or why you are applying for financial aid. Please note that you can select as many of these circumstances that apply to your family, as well as including a custom message, up to 3000 characters, by selecting “Other:”

Your Application

Household Information    Income & Expenses    Assets & Debts    **Special Circumstances**    Submit

U. Special Circumstances    Watch a video tutorial for this section

Your household experienced a COVID-19 related matter (income loss, household illness and/or death).

Your household is expecting another child this year.

You are in the process of a divorce or separation.

Your spouse will not cooperate in completing this form.

There has been a recent death in the household.

A household member has been recently diagnosed as severely ill.

A household member has a problem (addiction, mental illness, etc) that is causing financial stress.

You are a non-custodial parent who is required by your school to complete this financial aid form, in addition to the custodial parent.

Your household does not pay rent or mortgage.

Your household does not file a federal tax document (1040).

A household member is recently unemployed.

Other

CHAT NOW USING IM.

After completing the Special Circumstances page, click “Save & Continue to Submit.” We’re almost done! The next page is where you will find Family School Codes (Parishioner and Non-Parishioner), your school’s application fee as well as the Terms and Conditions. A family code must be selected in order for you to be considered for financial aid:

After clicking “Save & Continue to Payment,” you are brought to the last page to the application! This page will show you your transaction number, as well as the total amount for the transaction. Please enter your credit card information and submit your payment. That’s it! You’ve successfully applied for financial aid for the 2025-2026 school year! You may now upload your supporting documents for review. Please be aware that no applications will be reviewed without supporting documentation. If you have any questions, please feel free to contact our Parent Support Center at 1-800-360-8027, or email us at [financialaidsupport@blackbaud.school](mailto:financialaidsupport@blackbaud.school).

After completing your application, please see the next page for instructions of how to upload your supporting documentation.

Uploading documents to your financial aid application is as easy as 1, 2, 3!

1. First, login to your <https://studentfinancialaid.blackbaud.school> account and click the “Documentation” Tab.
2. Next, select the type of document and the document file from your computer:



3. Then, make sure you've selected the correct file, and click upload. Please be advised that in order for your application to be processed in a timely manner, each document should be uploaded separately and labeled by type.

**CAUTION: Once a file is uploaded it cannot be removed without written request to Parent Support.**



That's it! As easy as 1, 2, 3!

