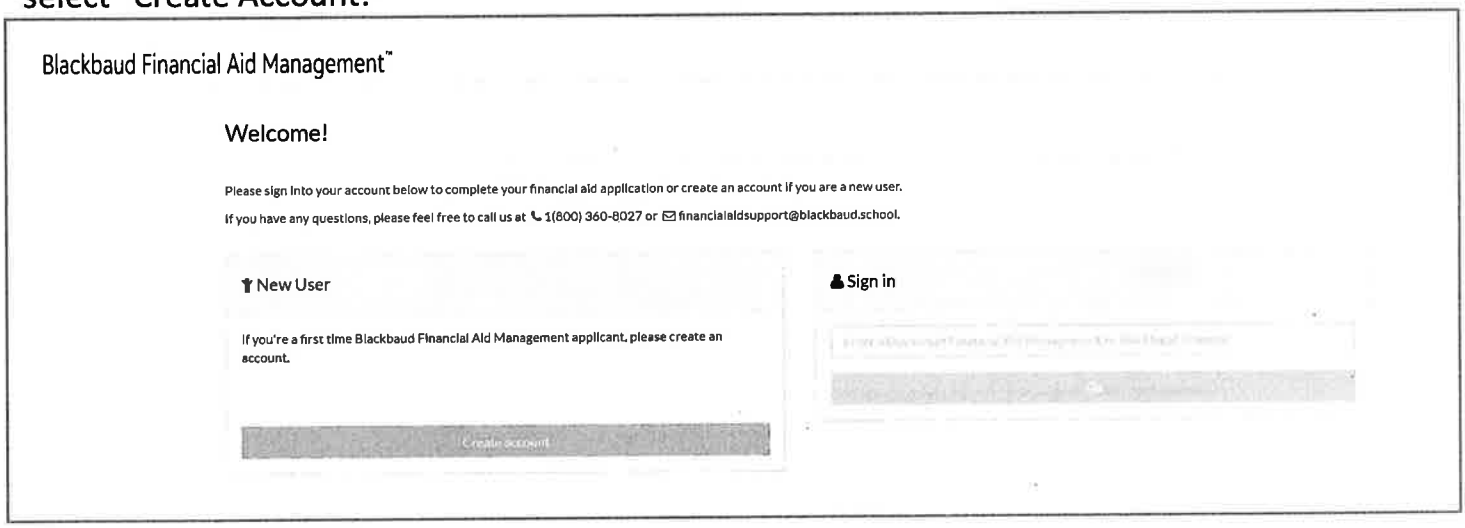
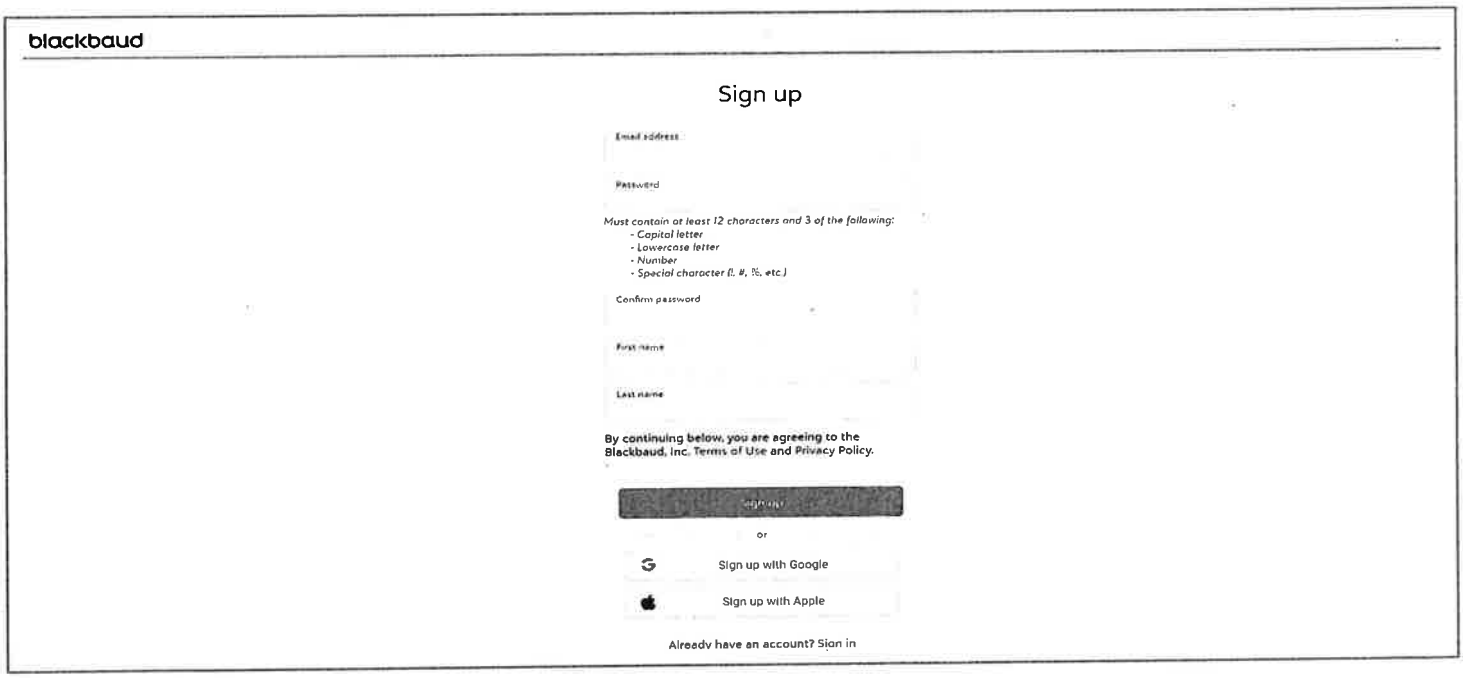
Blackbaud Financial Aid Management
Online Parent Application

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

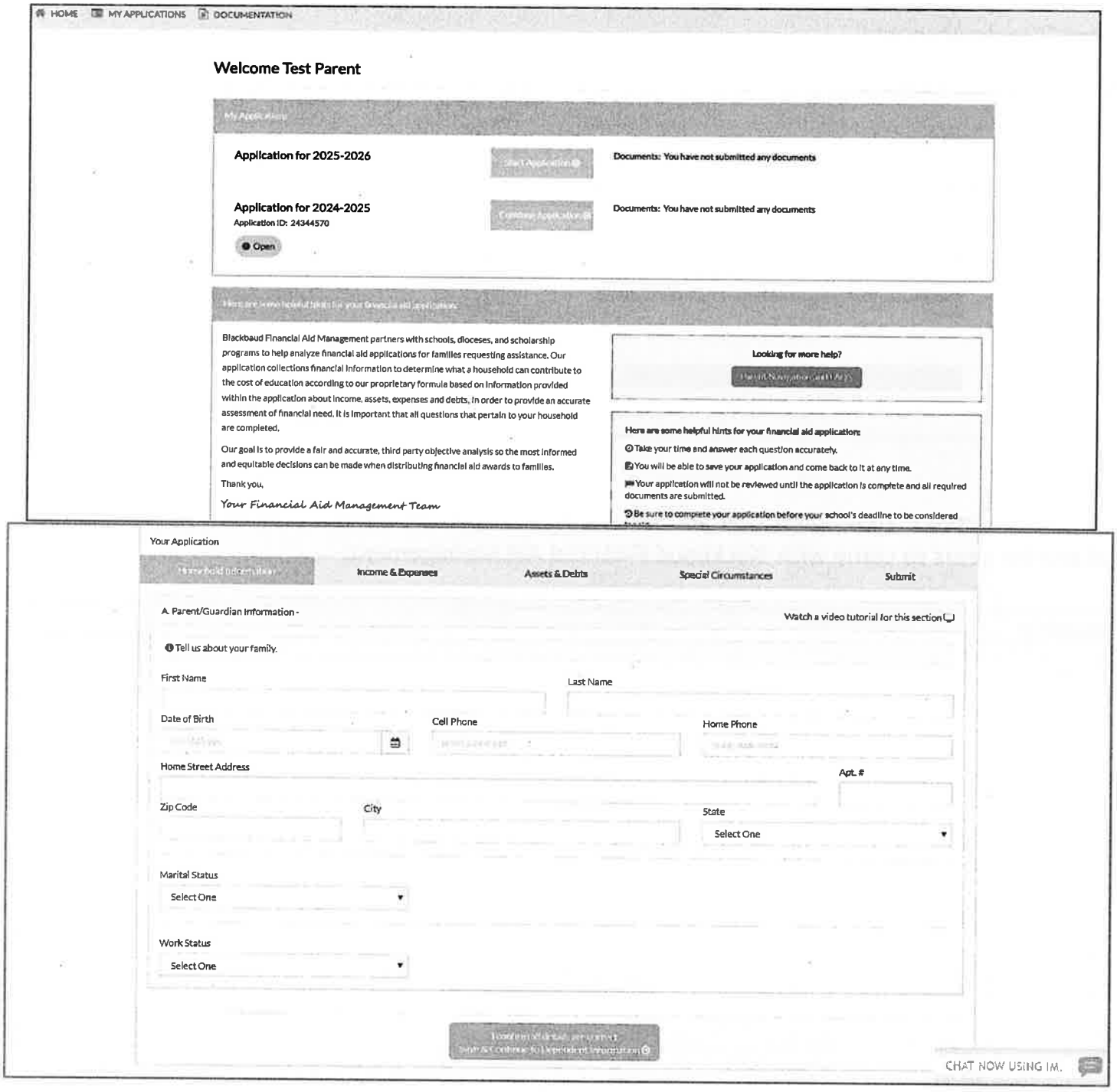


First, we will create an account that you will use to file applications not only for the current year, but also for years to come with Blackbaud Financial Aid Management:



Next, you must check your email for a verification link sent from customerservice@smarttuitionmessages.com. 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:

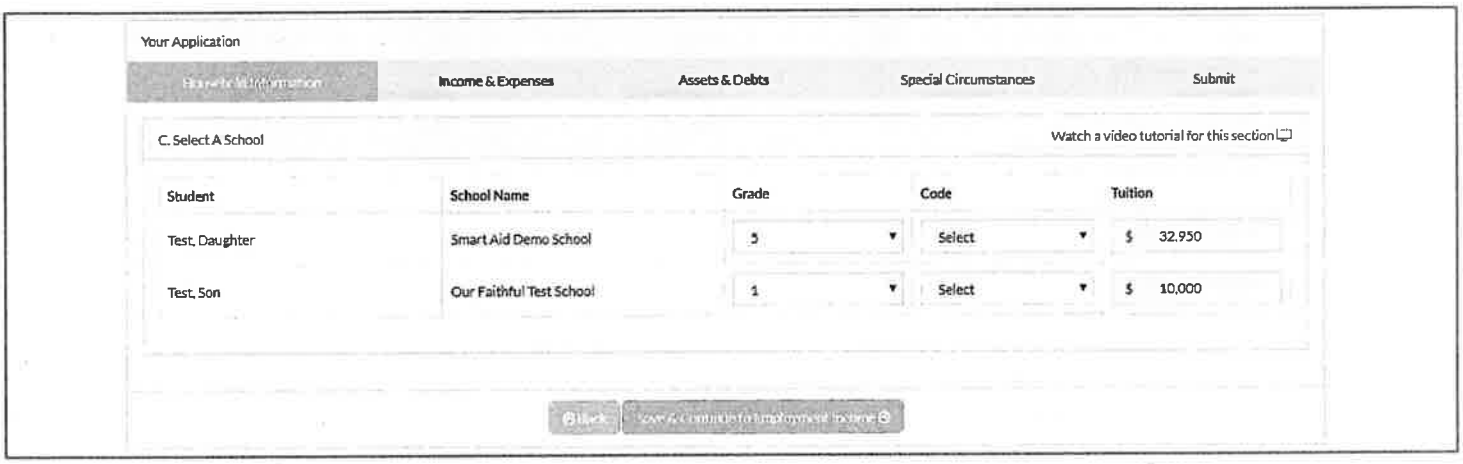


After adding each Parent/Guardian's information, click "Save & Continue to Dependent Information:"

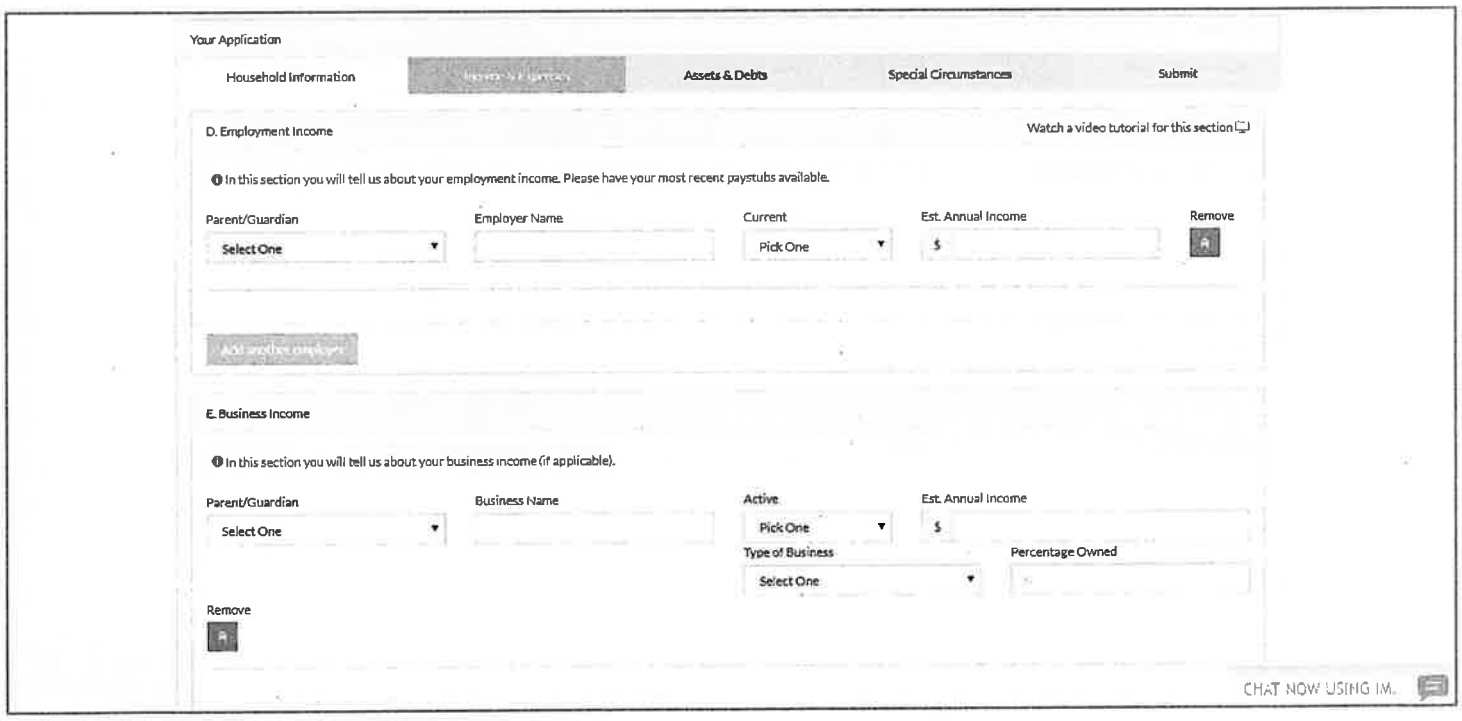
Please be sure to indicate the children who are applying for financial aid with "Applying for Aid" as their **School Status**. Here, you'll also see 2 fields under **Annual Tuition Contributions.** The "Household" field indicates how much your family can afford towards the specific dependent's tuition 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!

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:

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:

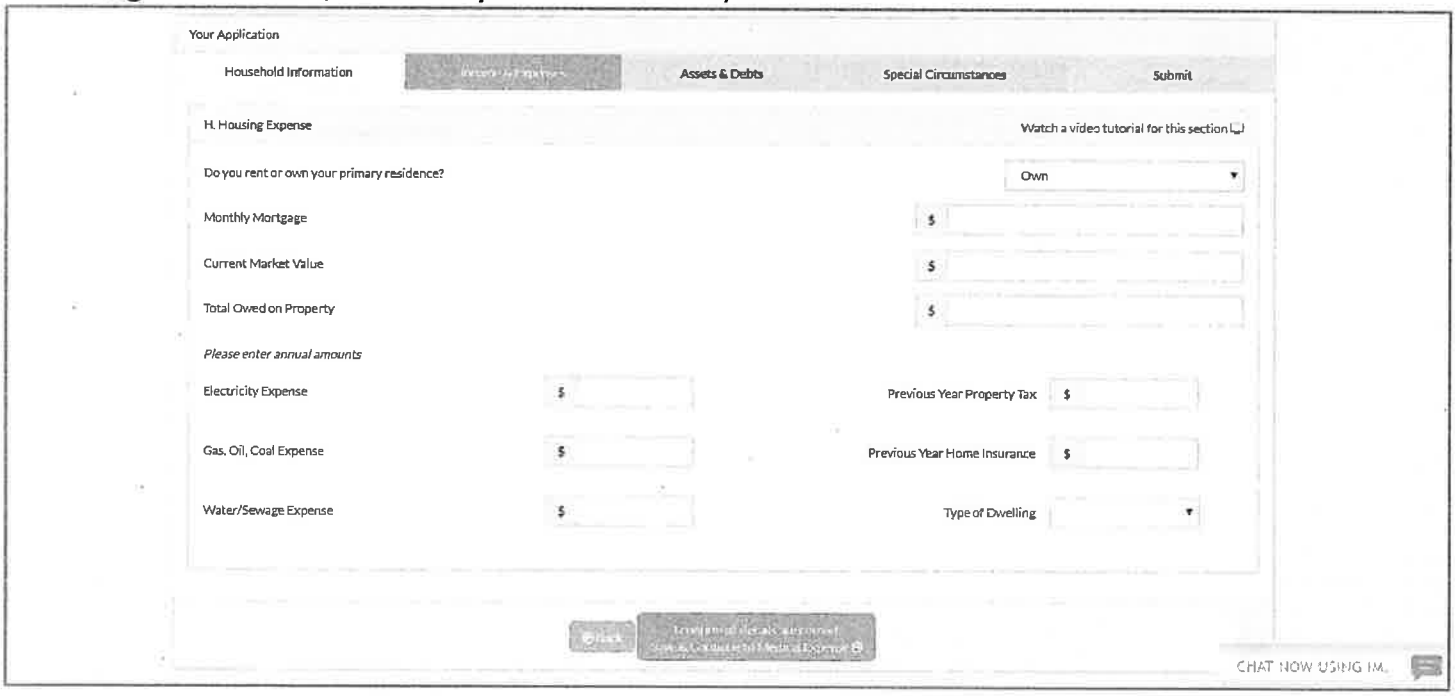


Then you will be asked to enter your Employment Income if you are employed, and your Business Income if you are self-employed:

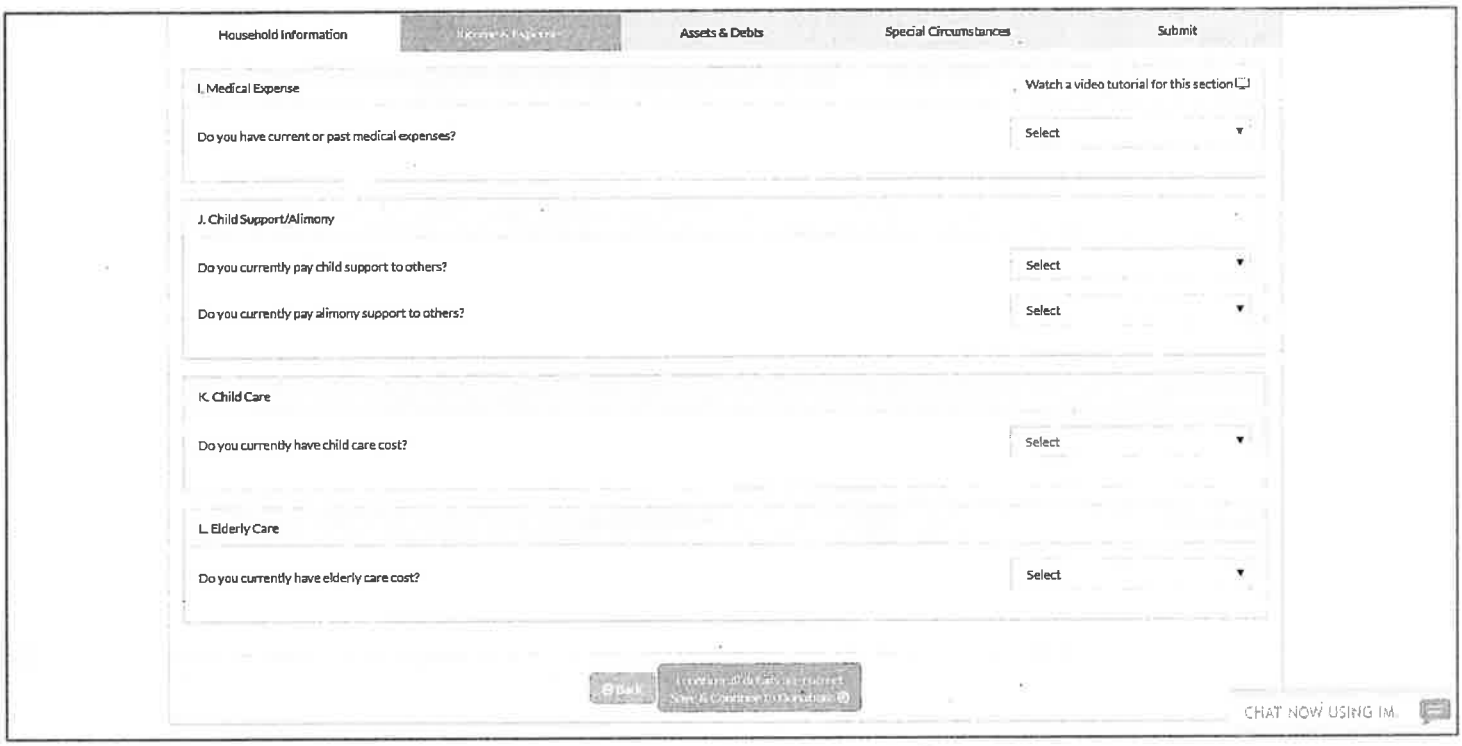


After adding your employment and/or Business Information, please confirm that all answers are correct, then click "Save & Continue to Monthly Income:"

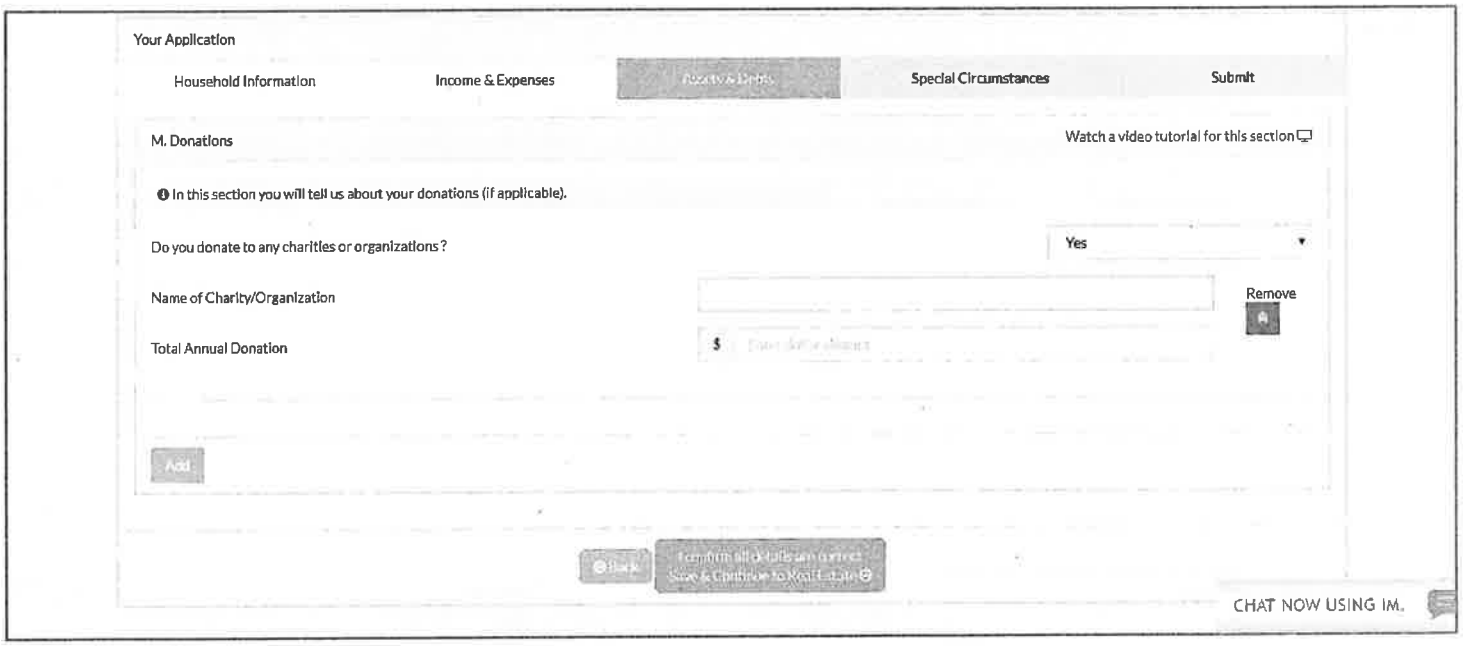
After entering all the Monthly and Other Annual Income that is applicable to your household, click the "Save & Continue to Housing Expenses" button. Here, you will be prompted to enter your Housing Information, whether you Own a home, or Rent a home:



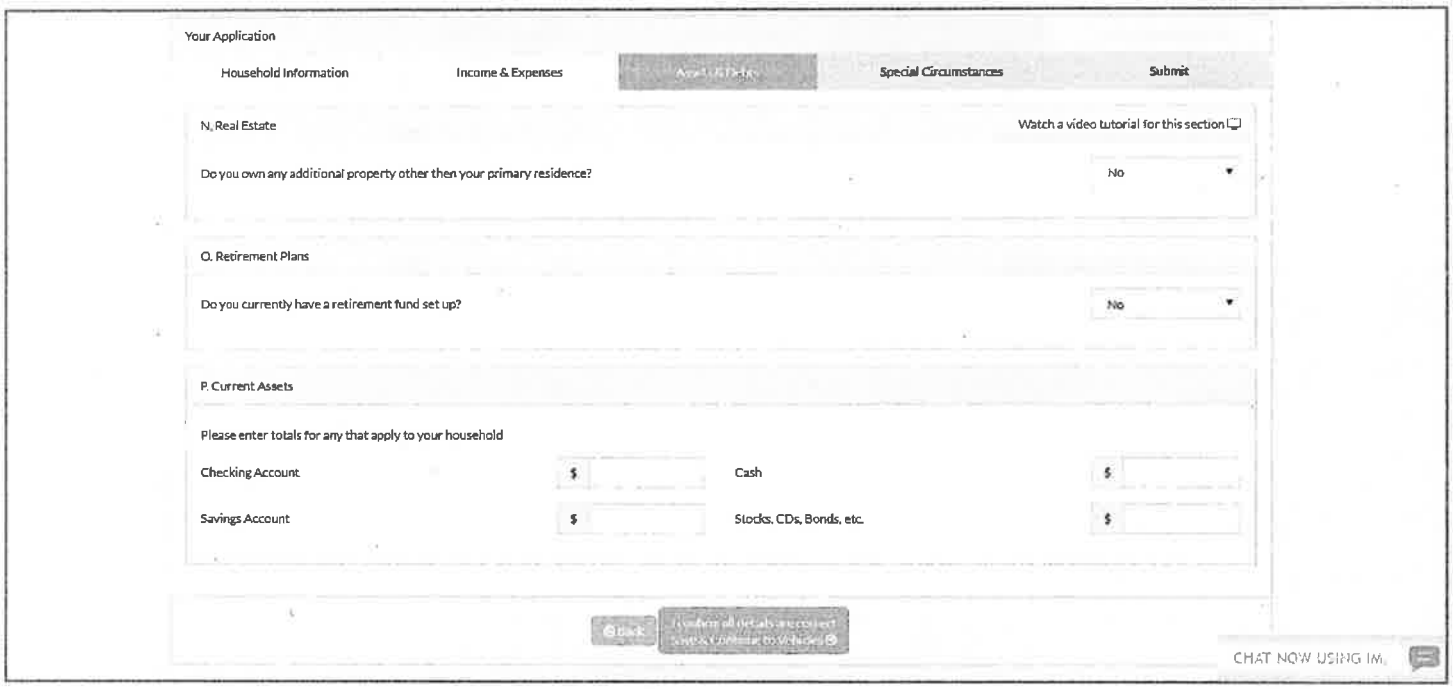
The next page will ask for information regarding other expenses that might be applicable to your household. In the Medical Expenses section, please be sure to accurately indicate whether your employer covers All, Some, or None of your Medical/Dental insurance.



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

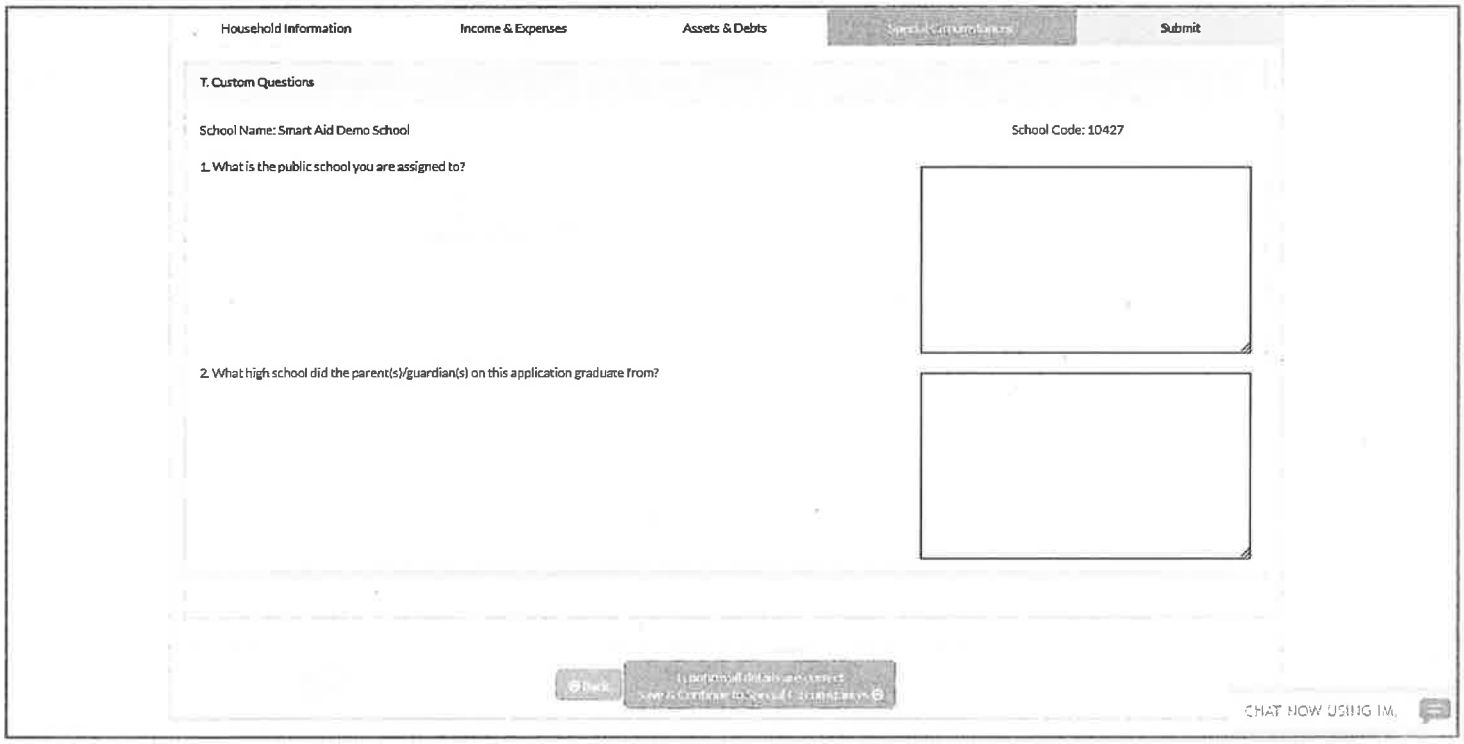


If your household makes any contributions to charities or organizations, please list the amounts and the name of the organization, and **add** each separately. Once this is completed, click "Save & Continue to Real Estate:"

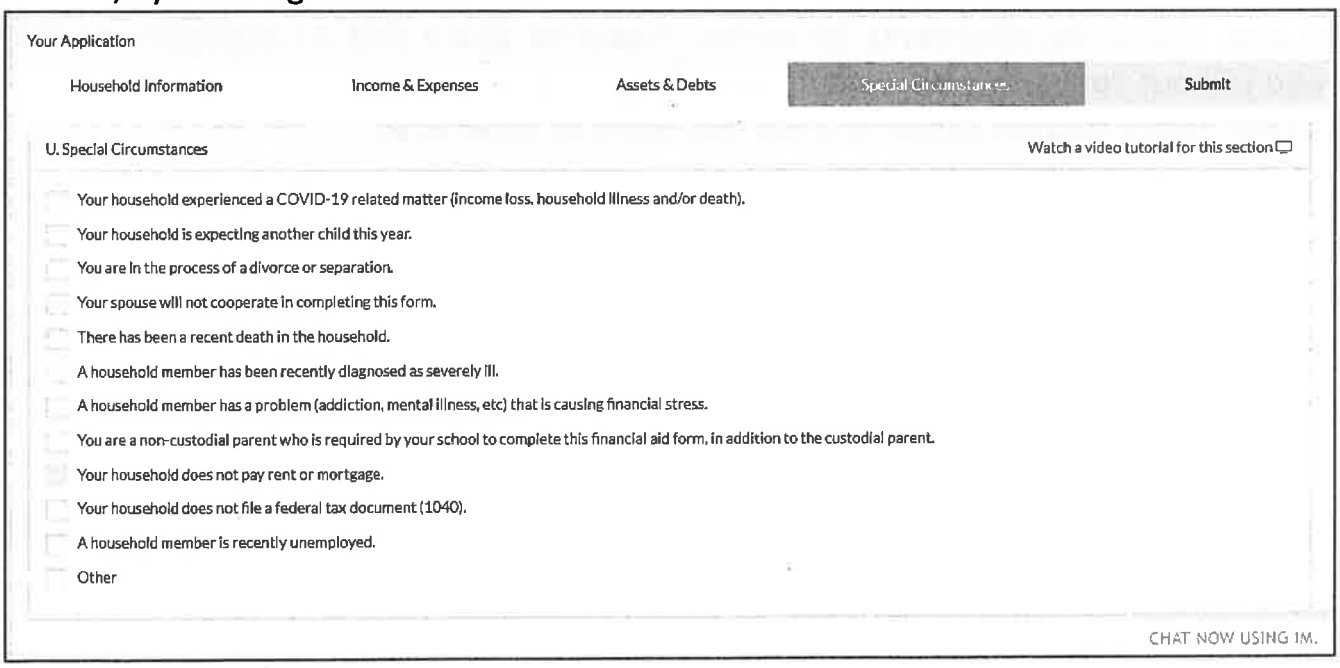


Here, you will be asked for information such as, additional property other than your primary residence, retirement plans, as well as current assets. Once these fields have been accurately completed, please click "Save & Continue to Vehicles." The next page of the application asks questions regarding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

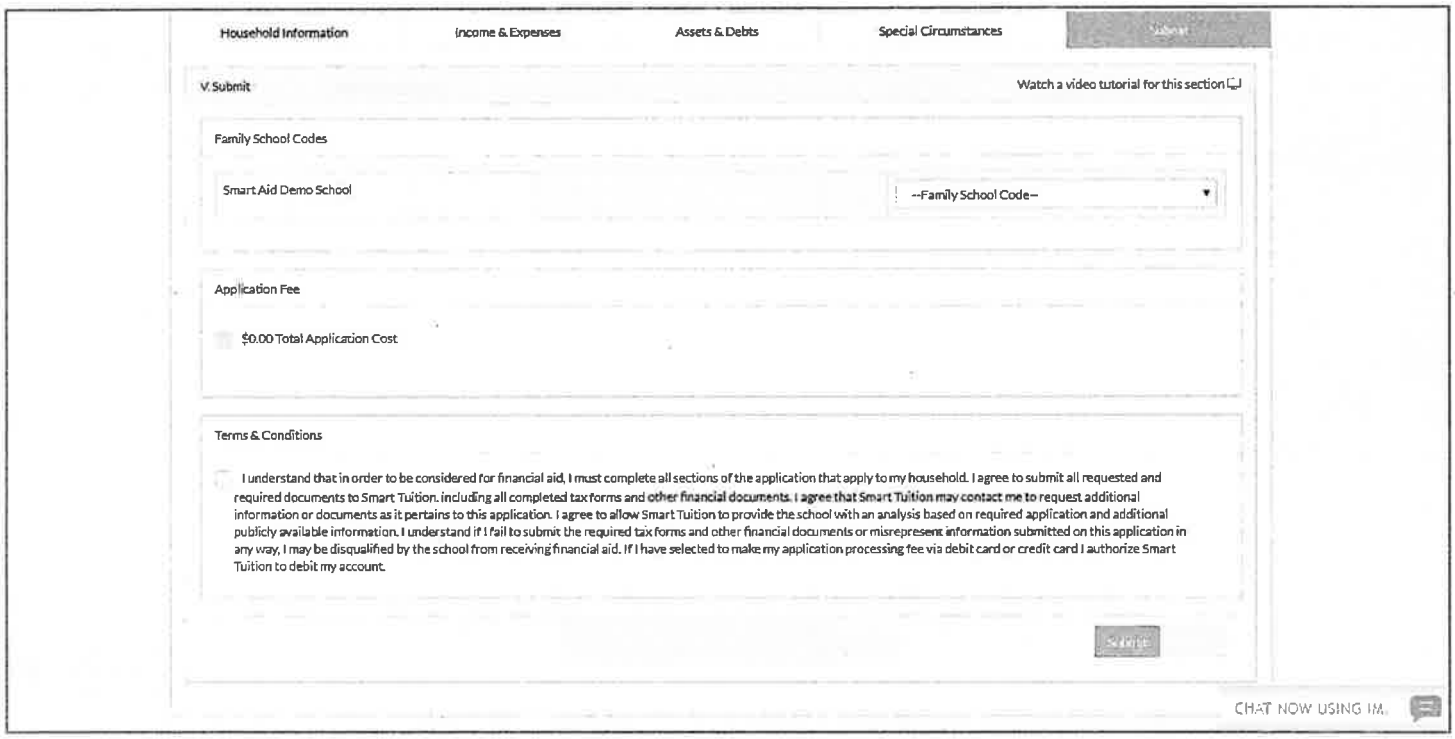
After completing the applicable fields, be sure to click "Save & Continue to Custom Questions." If your school has decided to add any questions to the financial aid application, they will be found here. The custom question required by the Diocese of Grand Rapids will also be found here:



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:"



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 .

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

blackbaud

Parent Instructions:
Direct Upload of Documents

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!