



Dear Parents,

We are pleased to announce that we have partnered with Blackbaud Tuition Management to process and collect tuition and fees for the 2022-2023 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.
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**Please go online by June 10, 2022 to enroll in Tuition Management at: <https://enroll.blackbaud.school>  
Our school code is: 76319**

Sincerely,

Mrs. Frawley



## Blackbaud Tuition Management – General Enrollment Instructions for Parents and Payers

Welcome!

Your school has partnered with **Blackbaud Tuition Management** to service your child's tuition account.

To enroll online, please follow these instructions.

1. Go to **<https://enroll.blackbaud.school>**

A welcome message appears.

2. Select **Create a new account**. (It's a blue button towards the bottom.)

3. Enter your school's name in the search box to find your school. Select the green circle to choose your school.

4. In section 1, provide information about who will pay.

Enter the parent, guardian, or bill payer's contact information.

Please provide your mobile number and email address. We regularly communicate important information about your account via text message and email.

5. In section 2, provide information about who will attend.

Enter the names and grades of the children who will attend the school.

If you already have a child in this school with a **Tuition Management** account, simply add any additional children to your existing account by going back to **<https://enroll.blackbaud.school>** and entering your current account information under **I Have A Tuition Management Account**.

6. In section 3, provide information about how and when to pay.

Review the payment plans offered by your school. Then choose your preferred:

- payment plan,
- payment method,
- and due date

from the options offered by your school.

Your school determines which plans are listed. **Tuition Management** can't change the plans listed.

7. In section 4, review **Tuition Management's** terms and conditions. Then select **Submit enrollment** to complete your online enrollment.

8. A submission confirmation with your Family ID appears.

9. Next, your school will review your enrollment. When complete, you'll receive confirmation from **Tuition Management**.

10. After your school has reviewed and activated your account, you'll receive an email with login instructions.

To view your balance, make payments, update your personal information, or chat with a live representative, access your **Tuition Management** account at **<https://parent.blackbaud.school>**

**Blackbaud's Tuition Management** program manages tuition payments and follows the policies established by your school. Decisions regarding tuition amounts, tuition aid, scholarships, and all other tuition related items are made by your school.

We look forward to working with you and your family this year!

Our Parent Contact Center is available 24 hours per day. Families can access their accounts to check balances and make payments. Call us at (888) 868-8828.

Was this document helpful?

Yes  No

Do you have any additional comments?