

BLACKBAUD FINANCIAL TUITION MANAGEMENT

On [May 11, 2022](#), the portal for financial aid will be open for applications for the 2022-2023 academic year. The portal will remain open until [July 23, 2022](#). In order to apply for financial aid, you **must be current in tuition for 2021-2022 and registered with a deposit for 2022-2023**. Please note there is a limited amount of financial aid available so applications will be reviewed on a first come first served basis.

Important items to note:

1. All Grades PreK thru 8 are eligible to apply for financial aid.
2. The application fee is \$35.00 and is paid online. If paying the fee would preclude you from applying for financial aid, please contact the Business Office at (203) 248-5513 for further information.
3. You must have access to supporting **2021** tax year documents to complete your application. Applications submitted without documentation **will not** be processed. Required documents include:
 - Most recent pay stubs (current year)
 - W-2 forms for all jobs
 - Filed tax return: 1040, 1040A, 1040EZ with all schedules

- Filed business tax return: 1120, 1120S, 1065 (if applicable)
- Supplemental income documentation: Social Security, 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.

NOTE: Application ID's must be included on each page of all documents. Failure to include your ID will delay the processing of your application.

4. If you already have an account, the same login id and password will work from last year. If you are a new user, you may create a new account by following the prompts.

To access the portal, go to:

studentfinancialaid.blackbaud.school

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.

Section 2 – Selecting a School

Enter St. Rita School's five-digit code ([10050](#)) in the search box. For returning families, select the student(s) you wish to apply for aid at St. Rita School. Select the upcoming grade for the student and expected tuition (it will default to the non parishioner rate of tuition for this exercise). Clicking "next" after each section will allow you to move on to each subsequent section.

Section 3 – Income & Expense

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.

Section 4 – Assets & Debts

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

Please be sure to enter all fields with accuracy.

Section 5 – Special Circumstances

Check off any special circumstances that pertain to your household. If no options best describes your household's

circumstances, please check “other” and describe your situation. This information is confidential and will only be available to designated School Administration and Blackbaud Financial Aid staff.

Section 6 – Submit

Agree to Blackbaud’s terms and conditions, then click submit to complete your online application.

Section 7 – Upload documents as prompted

If you have any questions while completing the application, you may contact Blackbaud (previously SMART) at (800) 360-8027 or financialaidsupport@blackbaud.school

Families that receive awards will be notified by email in mid-July and will be asked to contact the Business Office at (203) 248-5513 to accept their award and indicate how to spread the award over their payment plan. If you do not receive an award, you will also be notified. A waiting list will also be maintained as financial aid does occasionally become available during the academic year.

If you have any further questions, please feel free to contact Mrs. Paula Nugent, Business Manager at (203) 248-5513.

Frequently Asked Questions

Q: Who should complete this 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 when 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's calculation works off the total household income, therefore including all income, whether the party is legally responsible for your children or not. The system does take into effect the 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!

A: Include the most recent tax documentation that 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.

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 financialaidsupport@blackbaud.school.