

Blackbaud Financial Aid Management™

Online Parent Application

Welcome to Blackbaud Financial Aid Management! If this is your first time completing an application, please select “Create Account.”

Welcome!

Please sign into your account below to complete your financial aid application or create an account if you are a new user.

Simply follow the on-screen prompts and if you have any questions during the process, please feel free to contact us at ☎ 1 (800) 360-8027 or ✉ financialaidsupport@blackbaud.school.

New User	Already have an Account
<p>If you're a first time Blackbaud Financial Aid Management applicant, please create an account.</p> <p>Create account</p>	<p>username/email</p> <p>password</p> <p>Go</p> <p>Forgot password?</p>

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.

Blackbaud Financial Aid Management™

Create an Account

first name	last name
email (this will be your username)	
Password (minimum of 6 characters with at least one upper and lower case letter, number, and symbol)	
confirm password	
<p>ⓘ When creating an account, we will verify your email address by sending an email. Click the link from your email to login to Blackbaud Financial Aid Management with your username (email address) and password.</p>	
Save and check email to complete registration	

Next, as the green button indicates, you must check your email for a verification link sent from customerservicemessages@blackbaud.school. 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 Management 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 “Continue Application.” You will then be prompted to enter the Parent/Guardian information on your *entire* household.

Welcome
Your Application ID is:

My Applications

Application for 2023-24
STATUS: Open
[Continue Application](#)

My Documents

You have not yet submitted any documents.

Here are some helpful hints for your financial aid application:

Here are some helpful hints for your financial aid application:

- Take your time and answer each question accurately.
- You will be able to save your application and come back to it at any time.
- Your application will not be reviewed until the application is complete and all required documents are submitted.
- Be sure to complete your application before your school's deadline to be considered for aid. The deadline is provided on your school's Parent Instructions form.

Looking for more help?

[Download a list of all documents to help you complete your application](#)
[Watch a video tutorial to help you complete your application](#)

Parent/Guardian information

Your Application

Household InformationIncome & ExpensesAssets & DebtsSpecial CircumstancesSubmit

A. Parent/Guardian Information -
Tell us about your family.

First NameLast Name

Date of BirthCell PhoneHome Phone

Home Street AddressApt. #

Zip CodeCityState

Marital Status

Work Status

I confirm all details are correct
Save & Continue to Dependent Information

CHAT NOW USING IM.

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.

First Name: Daughter Last Name: Test
Date of Birth: 01/01/2000 Gender: Female
School Status: Applying for aid Upcoming grade: 5
To Daughter Test, Smart Aid is: Mother
Annual Tuition Contributions:
Household: \$ 0 Other: \$ 0

[Add an other dependent](#)

[Back](#) [I confirm all details are correct. Save & Continue to Students on Application](#)

[CHAT NOW USING IM](#)

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 Management Schools as needed with just one application!

Your Application

Household Information Income & Expenses Assets & Debts Special Circumstances Submit

[Students on Application](#) [Watch a video tutorial for this section](#)

Student 1 - Student, Test

14073	Kings Way Christian School	Delete
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C. Select A School [Next >](#)

School Code: Enter school code School Name: [Search](#) [Close](#)

City: State: Select One Radius: Select

School Code	School Name	School City	State	Grades	Radius	Select

[Back](#) [Save & Continue to Select A School](#)

There are several fields where you can search for the school(s) you are applying for. Simply, type in the 5-digit school code listed on the Parent Instructions you've received, the name of the school, or even the school's city, and 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, make sure you select which of your dependents is attending the school as well. Then, click "Save & Continue to Select a School." Next, you will be prompted to enter the Grade of your dependent(s) applying for aid:

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	\$ 15,000

[Back](#) [I confirm all details are correct. 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	Employer Name	Current	Est. Annual Income	Remove
Select One		Pick One	\$	Remove

[Add another employer](#)

E. Business Income

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

Parent/Guardian	Business Name	Active	Est. Annual Income	Type of Business	Percentage Owned	Remove
Select One		Pick One	\$	Select One	%	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? Yes

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

Welfare/TANF \$	Food Stamps \$	Child Support \$	Alimony \$	Retirement/IRA \$
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Social Security benefits for:

Parent/Guardian \$	Dependent \$	Housing Allowance \$	Miscellaneous \$
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Select all that apply for Miscellaneous income:

☐ Veterans Benefits ☐ Foster Care ☐ Other

G. Other Annual Income

Do you currently receive additional annual income? Yes

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

Interest & Dividends \$	Worker's Compensation \$	Unemployment \$	Miscellaneous \$
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Select all that apply for Miscellaneous income:

☐ Capital Gains ☐ Winnings
☐ Inheritance ☐ 1099-M
☐ Assistance from friends/relatives ☐ Other

[Back](#) [I confirm all details are correct. Save & Continue to Housing Expense](#)

[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? Own

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

[Back](#) [I confirm all details are correct. Save & Continue to Medical Expense](#)

[CHAT NOW USING IM.](#)

The next page will ask for information regarding other expenses that might be applicable to your household:

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 I confirm all details are correct. Save & Continue to Donations

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 dollar amount

Add

Back I confirm all details are correct. 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 **Assets & Debts** Special Circumstances Submit

H. 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"/>

[Back](#) [I confirm all details are correct. Save & Continue to Vehicles](#)

[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 **Assets & Debts** 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"/>

[Back](#) [I confirm all details are correct. Save & Continue to Custom Questions](#)

[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:

Your Application				
Household Information	Income & Expenses	Assets & Debts	Special Circumstances	Submit
T. Custom Questions				
School Name: Kings Way Christian School		School Code: 14073		
1. Have you taken a vacation(s) in the past three years? If so, please list the destination, length of your stay and the total cost of the vacation(s).			<div></div>	
2. Does your student(s) participate in extracurricular activities? (check all that apply)				
3. What school activities does your student(s) participate in? (check all that apply)			<div><input type="checkbox"/> Art Classes <input type="checkbox"/> Dance Classes <input type="checkbox"/> Music Classes <input type="checkbox"/> Sports (soccer, volleyball, basketball, karate, gymnastics, swim team...) <input type="checkbox"/> Art</div>	

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:”

Household Information	Income & Expenses	Assets & Debts	Special Circumstances	Submit
U. Special Circumstances Watch a video tutorial for this section				
<div><input type="checkbox"/> Your household experienced a COVID-19 related matter (income loss, household illness and/or death). <input type="checkbox"/> Your household is expecting another child this year. <input type="checkbox"/> You are in the process of a divorce or separation. <input type="checkbox"/> Your spouse will not cooperate in completing this form. <input type="checkbox"/> There has been a recent death in the household. <input type="checkbox"/> A household member has been recently diagnosed as severely ill. <input type="checkbox"/> A household member has a problem (addiction, mental illness, etc) that is causing financial stress. <input type="checkbox"/> You are a non-custodial parent who is required by your school to complete this financial aid form, in addition to the custodial parent. <input type="checkbox"/> Your household does not pay rent or mortgage. <input type="checkbox"/> Your household does not file a federal tax document (1040). <input type="checkbox"/> A household member is recently unemployed. <input type="checkbox"/> Other</div>				
<div>Back Save & Continue to Submit</div>				

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 (if your school chooses to use them), your school’s application fee as well as the Terms and Conditions:

Household Information	Income & Expenses	Assets & Debts	Special Circumstances	Submit
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V. Submit

Watch a video tutorial for this section

Family School Codes

Kings Way Christian School

--Family School Code--

Application Fee

\$35.00 Total Application Cost

Terms & Conditions

☐ I understand that in order to be considered for financial aid, I must complete all sections of the application that apply to my household. I understand that once submitted the application fee is non refundable. I agree to submit all requested and required documents to Smart Tuition, including all completed tax forms and other financial documents. I agree that Smart Tuition may contact me to request additional information or documents as it pertains to this application. I agree to allow Smart Tuition to provide the school with an analysis based on required application and additional publicly available information. I understand if I fail to submit the required tax forms and other financial documents or misrepresent information submitted on this application in any way, I may be disqualified by the school from receiving financial aid. If I have selected to make my application processing fee via debit card or credit card I authorize Smart Tuition to debit my account.

Back

Save & Continue to Payment

After clicking “Save and Continue to Payment,” you are brought to the last page of the application. This page will show your transaction number as well as the total \$35 application fee. Please enter your credit card information and submit your application. This completed the application questions and now you are ready to upload your supportive documentation. See the next page for instructions on how to upload your supporting documentation to complete your application. If you have any questions, please feel free to contact Blackbaud Financial Aid Management’s Parent Support Center at 1-800-360-8027 or via email at financialaidsupport@blackbaud.school.

Blackbaud Financial Aid Management™

Parent Instructions: Direct Upload of Documents

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

1. Click on the Documentation tab, select the type of document and the document file from your computer.
2. Make sure you have selected the correct file requested and click upload. 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.
3. Once all the requested documents are uploaded, your application is officially submitted. Blackbaud Financial Aid Management (formerly Smart Aid) will review your application and documentation, and will let you know if anything further is needed to complete the process. Please note that if you are contacted by Blackbaud Financial Aid Management for additional information or missing documentation, your application will not be considered by King's Way Christian Schools until all information is received. If you are unable to provide any of the requested documents, please upload a special circumstance letter indicating which document(s) you are unable to provide and why.

The screenshot displays the Blackbaud Financial Aid Management web application interface. At the top, a navigation bar includes links for 'Contact Us', 'Reset Password', and 'Log In'. Below this, a secondary navigation bar features tabs for 'NOW', 'MY APPLICATIONS', 'DOCUMENTATION' (which is circled in red), and 'COMMUNICATION'. The main content area is titled 'Documentation' and includes a link to 'Watch a video tutorial for this section'. A yellow banner states: 'Based on the answers you have provided in your application, the below documentation is required for review of your application. Review of your application will not begin until all documents are received.' Below this, a table lists 'Required Documents':

Required Documents	
Federal Tax Return 1040, 1040A, 1040EZ	✓ Upload Successful
Parent 1 Paystub	⚠ Document cannot be provided
Parent 1 W2	⚠ Document cannot be provided

To the right of the table is a 'Submit Documents' section, also circled in red. It contains a yellow box with the text: 'Accepted document types: PDF, PNG, JPEG, TIFF. File must be under 25MB'. Below this is a red box with the instruction: 'Please Upload Each Document Type Individually to help us track the documents you've submitted. This will help us identify when your application is ready for review.' Further down, there is a section for 'Upload documents directly to your application:' with a 'Select Document Type' dropdown menu and a 'Browse' button. At the bottom of the page, there is a red 'Upload' button and a red 'Cancel' button, both circled in red.

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