



**KING'S WAY**  
CHRISTIAN SCHOOLS

## **2024-25 Variable Tuition Application Instructions**

Access Application: <https://studentfinancialaid.blackbaud.school>

School Name and ID: Kings Way Christian Schools (KWCS), school code: 14073

Application Deadline: **January 31, 2024 priority deadline for existing families**

Eligible Grades: K-12 (excluding HS Innovative Studies)

Application Fee: \$35

### **Step 1: Access or Create Your Account**

Please visit <https://studentfinancialaid.blackbaud.school> and create your account by entering your primary email address as your username. Blackbaud Financial Aid Management will use this email address to contact you in the event that your application is "On Hold" for missing documentation. Once you create your username and password, you will receive a verification email. Next, please click the verification link to verify that you are the account holder, and you will then be able to log in using the username and password you created. Please be advised that if you do not click the verification link that is sent to your email address, you will not be able to log in or reset your password. If you created a Blackbaud Financial Aid Management account to apply for variable tuition in a prior year, your username and password should remain the same.

### **Step 2: Complete the Application Questions**

The application consists of questions related to your household and dependents, income and expenses, assets and debts, and special circumstances (see page 2 for an overview). Answer each question accurately. If you are unsure about a question being asked, simply move your cursor over the answer field and a blue description box will appear with more details. You will be able to save your application and come back to it at a later time, but funding is limited so be sure to complete your application in a timely manner.

### **Step 3: Submitting Documentation**

Once you finish the application questions, a list of required documents will display based on your current situation. Documentation should be submitted at the time the application questions are completed and below is a list of the documents typically requested. Please be advised that each document must be uploaded separately under the appropriate document type in order for your application to automatically move into the "Documents Received" status, and ready for review. Applications submitted without documentation will not be processed.

- Most recent paystubs.
- Most recent W-2 forms for all jobs.
- 2022 Federal Tax Return & all Schedule Attachments
- Depending on your situation, you may also need to include your most recently filed Business Tax Return (1120, 1120S, 1065); Unemployment Income; Social Security income; Food Assistance Benefits; Child Support; 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. This information will be shared with KWCS for consideration.

### **Blackbaud Financial Aid Management Contact Information**

- Phone Support: (800)-360-8027; Email Support: [financialaidsupport@blackbaud.school](mailto:financialaidsupport@blackbaud.school)
- Once logged into your account, click the icon in the lower right corner of your screen to live chat with us.

## **Notification of Variable Tuition**

Once your application is processed, a recommendation will be forwarded to KWCS. All final variable tuition decisions, including notification of an award amount (if any) will be made by KWCS. If you have not received notification regarding variable tuition within four weeks of submission, contact the Business Office at KWCS or email [variabletuition@kwcs.org](mailto:variabletuition@kwcs.org).

## **Online Instructions**

**Online Application** <https://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**

KWCS' five-digit code 14073 or type King's Way in the search box. If you want to search for schools near you that are participating in the Blackbaud Financial Aid Management program, you can search by city and state. Make your selection by checking the select check box. Once a school or multiple schools are selected, you will then need to select the student(s) you wish to apply for aid at the appropriate school(s). After the school(s) have been selected, you will then need to select the upcoming grade for the student, student code (if applicable), and expected tuition (if applicable) for the upcoming year.

Clicking "next" after each section will allow you to move on to each subsequent section.

### **Section 3 – Income & Expenses**

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.

### **Section 5 – Special Circumstances**

Check off any special circumstance that pertains to your household. If no option available best describes your household's circumstance, please check 'other' and describe your situation. This information is confidential and will only be available to designated School Administration and Blackbaud Financial Aid Management staff.

### **Section 6 – Submit**

If your school uses family school codes, please make the appropriate selection. Agree to Blackbaud Financial Aid Management's terms and conditions, then click SUBMIT to complete your online application. Please be sure to enter all fields with accuracy.

## **Frequently Asked Questions**

### **Q: Who should complete this aid application?**

A: The applicant should be the individual(s) who the student resides with whether it is a parent, grandparent, or legal guardian. There is a section within the application where you can enter contributions from non-custodial parents and relatives. If there are two parent households involved, each parent household must apply separately to be considered for variable tuition.

### **Q: I do not have the required tax documents. HELP!**

A: Include the most recent tax documentation 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. For the 2024-25 school year, you should attach your 2022 federal tax return and all schedule attachments.

### **Q: How will I know if I qualify for aid or not?**

A: We do not disclose information about the results of your application. All variable tuition decisions, including notification of an award amount (if any); will be made by KWCS. Award notifications will be sent to families via email typically 6-8 weeks of submitting the application.

### **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](mailto:financialaidsupport@blackbaud.school).