



## **2026-27 Financial Aid Application Instructions**

Through our financial aid program, King's Way aims to assist families with the financial investment involved to make excellent Christian education accessible to as many students as possible. Many factors are taken into consideration when determining if financial aid can be awarded and we have partnered with a confidential, third-party platform, Blackbaud Financial Aid Management, to gather and evaluate application data. Applications can only be submitted online through the process outlined below.

School Code: 14073, Kings Way Christian Schools

Application Deadline: January 20, 2026 for the 2025-26 school year *(Applications submitted after the priority deadline will be accepted however will be contingent on available funding).*

Eligibility: Only eligible towards K-12th grade tuition *(excludes before/after school care)*

Non-refundable Application Fee: \$35 per family

### **Step 1: Create or Login to your Account**

Visit <https://studentfinancialaid.blackbaud.school>, click on "Create Account," and enter your email address. You will receive a verification email that you'll need to open and enter the code to complete the verification process. Then you can create your password and login to your profile to access the application.

If you already have a Blackbaud login, you will use your Blackbaud ID (BBID) as your login for Blackbaud Financial Aid Management by selecting "Already have a Blackbaud ID account." The BBID provides a secure sign-in experience and allows you to login to your tuition account and financial aid tuition application using a single email address and login. If you do not have a BBID, select "Continue" and you will be directed to the Blackbaud ID sign-up page and be sent a verification email to confirm your account. If you need login assistance, reach out to Blackbaud Financial Aid Management's [Parent Contact Center](#).

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

The application consists of four main components with questions related to your household and dependents, income and expenses, assets and debts, and special circumstances. Please answer each question honestly and 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. An overview of the application form and FAQs can be found below, and you can access detailed descriptions of specific application questions at [Completing the Application](#). If needed, 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: Upload Requested Documentation**

Once you finish the application questions, a list of required documents will display based on your household's current situation (examples referenced below). Documentation should be submitted at the time the application questions are completed. Each document must be uploaded separately under the document type, with a unique file name, for your application to automatically proceed in the verification process. Applications submitted without documentation will not be processed.

- Most recent pay stubs
- Mostly recently filed Federal Tax Return and all Schedule Attachments, and recent W-2 forms for all jobs
- Depending on your situation, you may also need to include your most recently filed Business Tax Return; Unemployment Income; Social Security income; 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.



### **Blackbaud Financial Aid Management Parent Contact Center**

- Phone: 1-800-360-8027, agents are available M-F 4am-10pm and weekends 6am-2pm PT
- Email: [financialaidsupport@blackbaud.school](mailto:financialaidsupport@blackbaud.school)
- Online: If you are logged into your account, you can click the chat icon in the lower right corner of the screen to connect with a Blackbaud Financial Aid Management representative.

### **Notification of Financial Aid Determination**

Once your application is verified, financial aid decisions will be communicated on your portal and via email. If you have not received notification within 10 business days of submission, email [finaid@kwcs.org](mailto:finaid@kwcs.org).

### **Application Overview**

*Please note the application fields only accept whole numbers (no decimals).*

### **Section 1 – Household Information**

In this section, you'll provide info about parents/guardians and dependents in your household. If you are married or residing with a significant other, be sure to include their info on the application as well as all dependents in your household and their applicable grade level. For K-12 student(s) applying to KWCS, you will enter our school code of 14073 and click on "applying for aid." For student(s) younger than kindergarten attending KWCS, select "attending but not applying for aid." For dependents in college (select grade 13) and those attending another private school, select "attending another private school." Important: Under Annual Tuition Contribution, this is the amount you can contribute towards your student's tuition for the school year. You will be able to list an amount for your household's contribution and the amount from others (relatives, friends, etc.). Be sure to click "next" after each to move on to each subsequent section.

### **Section 2 – Income & Expenses**

Here you'll provide info about your employment, business (if applicable), and expenses. It might be a good idea to have some financial documents and information available for reference while completing this section. As a reminder, application fields only accept whole numbers (for example, enter \$1,234.56 as \$1,235). When entering expenses, please enter all expenses as they pertain to your household.

### **Section 3 – Assets & Debts**

Here you'll provide info about tax-deductible donations, real estate, vehicles, and other assets, as well as debts. Be sure to enter all assets and debts as they pertain to your household and again, enter whole numbers only.

### **Section 4 – Special Circumstances**

In this section, you will enter a few questions about your household and student(s), and you can select special circumstances and describe your situation. This info is confidential and will only be available to designated school administration and Blackbaud Financial Aid Management staff.

### **Section 5 – Submit**

Here you'll pay the \$35 non-refundable application fee to Blackbaud Financial Aid Management and submit the application. Once it's submitted, a confirmation page will display with a list of documents you must upload to complete your application and move forward with the verification process.

## **Frequently Asked Questions**

### **Q: Who should complete the financial aid application?**

A: The applicant should be the individual(s) who the student resides with whether it is a parent, grandparent, or legal guardian, and all household members and respective income should be included on the application. There is a section where you can enter non-custodial parent contributions. If there are two parent households involved, each parent household would need to apply separately to be considered for financial aid.

### **Q: What do I include if I have not yet filed my current tax return?**

A: Please include the most recently filed tax documentation you have available and be sure to include your entire federal tax return and all schedule attachments, with your current pay stub(s) and other requested documentation. Please keep in mind you need to submit all documents requested to provide an accurate summary of your family's finances. Eligibility cannot be determined and your application cannot be considered unless you provide all requested information.

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

A: Blackbaud Financial Aid Management calculates a family's need based on income, expenses, family size, assets, and debt information. The data is kept confidential and we do not disclose info about the results of your application, and we are unable to accommodate in-person meetings. All financial aid decisions including notification of an award will be made through your portal in Blackbaud Financial Aid Management.

### **Q: How much assistance is provided?**

A: Financial aid is awarded based on financial need. Awards vary and are made with sustainability in mind, as it is our goal to partner with your family through high school graduation. Awards are made in tiers depending on the school level to ensure families can afford successive tuition costs, approximately 35% off elementary school tuition; 50% off middle school tuition; and 65% off high school tuition. Once accepted, the financial aid is allocated according to the payment plan associated with the family's tuition account.

### **Q: Do I need to complete a financial aid application each year since my student is continuously enrolled?**

A: Yes, because financial circumstances can change, you must submit a new application each year. Applications submitted late or after the priority deadline for returning students could result in a reduced award or denial of tuition assistance depending on available funding for the upcoming school year.

### **Q: What if I want to edit or check the status of my application?**

A: Once an application has been submitted and paid, it can no longer be edited by a parent. However, if changes are necessary, a written statement with the applicable change and application ID can be sent to [financialaidsupport@blackbaud.school](mailto:financialaidsupport@blackbaud.school). You can check the status of your application by logging into Blackbaud Financial Aid Management and make sure your application status is "Verified." Applications that are "On Hold" or "Submitted" without documentation will not move forward in the consideration process until all requested documentation has been uploaded.