



# Financial Aid Application Information and Instructions

The St. James School Financial Aid Application Information and Instructions document serves as a comprehensive guide for individuals seeking financial assistance at St. James School. This document outlines the necessary information and step-by-step instructions required to complete the financial aid application process. Information included in these instructions include required documentation, online the application instructions, account creation, and an FAQ section.

If you require support or have any questions please contact us so we can assist you.

- St. James School Phone: 224-345-7145
- St. James Business Manager Judy Mulvihill: [jmulvihill@stjamesah.org](mailto:jmulvihill@stjamesah.org)

## General Information

Financial Aid Application Link: <https://studentfinancialaid.blackbaud.school>

School ID and Name: **10147** – St. James School

Application and Supporting Documents Due Date: 4/30/2024

Eligible Grades: K, 1, 2, 3, 4, 5, 6, 7, 8

Application Fee: \$325

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# Required Supporting Documentation

Upon submission of your application, you will be informed which documentation you are required to upload. You will receive this information when you submit the application on the confirmation page, via email, and you may also see the documents when you go to the Documents tab of your account. Please upload all documents in a timely manner as your application will not proceed to the verification process until all required documents are submitted. Some common examples of documents required are: US Federal Income Tax Form 1040, W2, and paystub. If you own a business, you will be required to upload business documentation as well, which will include schedules and forms related to the type of business.

## Creating Your Account

Please visit <https://studentfinancialaid.blackbaud.school> to create your account. If you are a new applicant, click the blue "Create Account" button and follow the directions from there to either set up your BBID with Blackbaud, or to link an existing BBID account. If you are a returning applicant, log in via the "Sign In" section on the main landing page.

## Submitting Documentation

Documentation should be submitted at the time the application is completed. 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.

Direct Upload: <https://studentfinancialaid.blackbaud.school>  
(login with your username and password)

## Application Rollover

If you created a Blackbaud Financial Aid Management account to apply for financial aid in a prior year, your application will roll over into the next school year. Your username and password will remain the same, as well your Application ID number (with the exception of the first two digits as that indicate the school year). The Parent/Guardian and Dependents section of the application will be auto-filled for you, you will simply need to confirm the information before advancing to the next sections of the application. If any information from the Parent/Guardian and Dependent section should be updated, please make the necessary changes.





## Blackbaud Financial Aid Management Contact Information

Phone Support: (800)-360-8027

Email Support: [support@studentfinancialaid.blackbaud.school](mailto:support@studentfinancialaid.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 Financial Aid

Once your application is processed, a financial aid recommendation will be forwarded to St. James School. All final financial aid decisions, including notification of an award amount (if any) will be made by St. James School. If you have not received notification regarding financial aid, contact the financial administrator at St. James School, Judy Mulvihill, at [jmulvihill@stjamesah.org](mailto:jmulvihill@stjamesah.org).

Please note: financial aid offerings are given on an annual basis and do not guarantee the same level of financial aid for the following school year. Families need to re-apply on an annual basis to receive financial aid if they qualify.

## Online Application Instructions

### 1. Online Application

Visit: <https://studentfinancialaid.blackbaud.school>

### 2. 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.



### 3. Section 2 – Selecting A School

Enter your school's five-digit code **10147** or name 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.

### 4. 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.

### 5. Section 4 – Assets & Debts

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

### 6. 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.

### 7. 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:** 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 where 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 Financial Aid Management's calculation works off of the total household income, therefore including all income, whether the party is legally responsible for your children or not. Our system however, does take into effect your 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 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:** How will I know if I qualify for aid or not?

**A:** We do not disclose information about the results of your application. All final tuition aid decisions, including notification of an award amount (if any); will be made by your school. For the date award notices will be given, please contact your school directly.

**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 [support@studentfinancialaid.blackbaud.school](mailto:support@studentfinancialaid.blackbaud.school)

