



"Faithfully educating the Lakeshore since 1954"

430 E. Savidge, Spring Lake, MI 49456

616-842-1282

www.stmarysl.org

## St. Mary's School 2023-24 Blackbaud (formerly Smart Aid) Financial Aid Management Online Instructions

(revised November 18, 2022)

All tuition assistance consideration from the Diocese of Grand Rapids and local parishes is handled using the Blackbaud Financial Aid Management application.

We encourage families to apply as early as possible; diocesan financial aid is available until Bishop Scholarship funds are exhausted.

### Access the application

<https://studentfinancialaid.blackbaud.school/#!/login>

### School ID

11978

### School Name

St. Mary's School

### Parish Codes:

St. Mary, Spring Lake

StMarySL

St. Patrick/St. Anthony, Grand Haven

SSPatAntGH

St. Francis Xavier, Conklin

StFXavierC

St. Mary, Marne

StMaryM

St. Michael, Coopersville

StMichaelC

(If your parish is not listed, please contact St. Mary's School Administrative Assistant)

### Eligible Grades:

K – 8th Grade

### Smart Aid Application Fee:

\$30

**First Round application Deadlines:** 12/1/2022; subsequent rounds to follow until funds run out

### Required Supporting Documentation for Each Employed/Self Employed Parent

(Applications submitted without documentation will not be processed.)

- Most recent paystubs
- 2021 W-2 forms for all jobs.
- 2021 filed federal tax return: 1040, 1040A, 1040EZ with all schedules. 2022 tax returns mandated after 4/15/23.
- 2021 filed federal business tax return: 1120, 1120S, 1065 (if applicable). 2022 business returns mandated after 4/15/23.
- Supplemental income documentation: Social Security income, 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. This information will be shared with your school for consideration.

### Application Rollover

If you created a Smart Aid 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 as your application ID number (with the exception of the first two digits as that indicates 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.

### Creating Your Account

Please visit <https://smartaidforparents.com> and create your account by entering your primary email address as your username. Smart Aid 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. Once you click the verification link in the email to verify that you are the account holder, you will 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



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is sent to your email address, you will not be able to log in or reset your password. You will also receive an Application ID unique to your family. Please keep this ID number for any reference and for new logins.

### **Online Application Instructions**

#### *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 your school's five-digit code or name in the search box. If you want to search for schools near you that are participating in the Smart Aid 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 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 Smart Aid staff.

#### *Section 6 – Submit*

Agree to Smart Aid's terms and conditions, then click SUBMIT to complete your online application.

### **Submitting Documentation for Each Employed/Self Employed Parent**

Documentation should be submitted at the time the application is completed. Application IDs must be included on all mailed documents. Failure to include your ID will delay processing of your application. 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 review status if you utilize the Direct Upload feature.

- Direct Upload: <https://smartaidforparents.com> (login with your username and password and click Documentation tab)

### **Smart Aid Contact Information**

- Phone Support: 1-(800)-360-8027
- Email Support: [financialaidsupport@blackbaud.school](mailto:financialaidsupport@blackbaud.school)

### **Notification of Financial Aid**

Once your application is processed, a financial aid recommendation will be forwarded to St. Mary's Schools. All final financial aid decisions, including notification of an award amount (if any) will be made by Grand Rapids Diocese. If you have not received notification regarding financial aid, contact the financial administrator at St. Mary's Schools.



## Smart Aid Frequently Asked Questions

(revised February 2020)

**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: Smart Aid's calculation works off of the total household income, therefore including all income, whether the party is legally responsible for your children or not. However, our system 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. 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. If it can't be provided, please choose the special circumstance option and submit an explanation.

**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 that 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@smartaidforparents.com](mailto:support@smartaidforparents.com).

**Q: What code should I select at the 'Select a School' page?**

A: You must select a "Parish Code" from the drop-down list according to which parish you belong to. If you are not a parishioner in the Diocese, please select the "NonParish" code. All applications will be considered for financial aid, but it is important to select a parish code, as the diocese requires it in order to be considered for the Bishop Scholarship.