



**Blackbaud Tuition Management
Online Re-Enrollment Instructions for Parents and Payers**

WELCOME!

YOUR SCHOOL HAS PARTNERED WITH **BLACKBAUD TUITION MANAGEMENT** TO SERVICE YOUR CHILD'S TUITION ACCOUNT.

TO RE-ENROLL ONLINE, PLEASE FOLLOW THESE INSTRUCTIONS.

1. GO TO [HTTPS://ENROLL.BLACKBAUDSCHOOL](https://enroll.blackbaudschool)
2. UNDER **I HAVE A TUITION MANAGEMENT ACCOUNT**, ENTER YOUR EXISTING **USERNAME AND PASSWORD**.

THEN SELECT **LOGIN**.

3. ENTER YOUR IDENTIFYING INFORMATION. THEN REVIEW THE ACCOUNT DETAILS THAT YOU WANT FOR THE UPCOMING YEAR.
4. IN SECTION 1, PROVIDE INFORMATION ABOUT WHO WILL PAY.

REVIEW THE PARENT, GUARDIAN, OR BILL PAYER'S CONTACT INFORMATION.

PLEASE VERIFY YOUR MOBILE NUMBER AND EMAIL ADDRESS. WE REGULARLY COMMUNICATE IMPORTANT INFORMATION ABOUT YOUR ACCOUNT VIA TEXT MESSAGE AND EMAIL.

UPDATE THE INFORMATION IF NECESSARY.

5. IN SECTION 2, PROVIDE INFORMATION ABOUT WHO WILL ATTEND.

REVIEW THE NAMES AND GRADES OF THE CHILDREN WHO WILL ATTEND THE SCHOOL.

IF YOU HAVE ADDITIONAL CHILDREN ATTENDING THE SCHOOL THIS YEAR, ADD THEM TO THIS SECTION NOW.

6. IN SECTION 3, PROVIDE INFORMATION ABOUT HOW AND WHEN TO PAY.

REVIEW THE PAYMENT PLANS OFFERED BY YOUR SCHOOL. THEN CHOOSE YOUR PREFERRED:

- PAYMENT PLAN,



- PAYMENT METHOD,
- AND DUE DATE

FROM THE OPTIONS OFFERED BY YOUR SCHOOL.

YOUR SCHOOL DETERMINES WHICH PLANS ARE LISTED. *TUITION MANAGEMENT* CAN'T CHANGE THE PLANS LISTED.

7. IN SECTION 4, REVIEW *TUITION MANAGEMENT'S* TERMS AND CONDITIONS. THEN SELECT **SUBMIT ENROLLMENT** TO COMPLETE YOUR ONLINE RE-ENROLLMENT.
8. A SUBMISSION CONFIRMATION APPEARS. YOU'LL ALSO RECEIVE CONFIRMATION VIA EMAIL.
9. AFTER YOUR SCHOOL HAS REVIEWED AND ACTIVATED YOUR ACCOUNT, YOU'LL RECEIVE AN EMAIL WITH LOGIN INSTRUCTIONS.

TO VIEW YOUR BALANCE, MAKE PAYMENTS, UPDATE YOUR PERSONAL INFORMATION, OR CHAT WITH A LIVE REPRESENTATIVE, ACCESS YOUR *TUITION MANAGEMENT* ACCOUNT AT [HTTPS://PARENT.BLACKBAUDSCHOOL](https://parent.blackbaudschool)

BLACKBAUDS TUITION MANAGEMENT PROGRAM MANAGES TUITION PAYMENTS AND FOLLOWS THE POLICIES ESTABLISHED BY YOUR SCHOOL. DECISIONS REGARDING TUITION AMOUNTS, TUITION AID, SCHOLARSHIPS, AND ALL OTHER TUITION RELATED ITEMS ARE MADE BY YOUR SCHOOL.

WE LOOK FORWARD TO WORKING WITH YOU AND YOUR FAMILY THIS YEAR!

OUR PARENT CONTACT CENTER IS AVAILABLE 24 HOURS PER DAY. FAMILIES CAN ACCESS THEIR ACCOUNTS TO CHECK BALANCES AND MAKE PAYMENTS. CALL US AT (888) 868-8828.

