ST. DOMINIC HIGH SCHOOL

2023-2024 Blackbaud Financial Aid Management (Smart Aid) Online Instructions

Access Application: https://studentfinancialaid.blackbaud.school
Enterprise ID and Name: 14627– St. Dominic High School
Application and Supporting Documents Due Date: 3/15/2023
Eligible Grades: 9-12
Application Fee: $35.00

Required Supporting Documentation

Applications submitted without documentation will not be processed.

- Most recent paystubs.
- Most recent W-2 forms for all jobs.
- Most recently filed federal tax return (1040).
- Most recent filed business tax return: 1120, 1120S, 1065 (if applicable).
- 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 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.

Creating 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.

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)
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Blackbaud Financial Aid Management Contact Information

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

Once your application is processed, a financial aid recommendation will be forwarded to **St. Dominic High School**. All final financial aid decisions, including notification of an award amount (if any) will be made by **St. Dominic High School.** If you have not received notification regarding financial aid, contact the financial administrator at **St. Dominic High School.**