

Lumen Christi Catholic High School Financial Aid Application Instructions

Creating Your Account at Blackbaud Financial Aid Management

Please visit <https://studentfinancialaid.blackbaud.school/> and create your account by entering your primary email address as your username. Blackbaud Financial 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 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 is sent to your email address, you will not be able to log in or reset your password.

Smart School ID#: 13874 Lumen Christi High School
Blackbaud Financial Aid Application Fee: \$35
Deadline for Submitting Application (Current and New Families): May 20
Deadline for Submitting Application (Prospective Families): July 1

Submitting Documentation

Documentation should be submitted at the time the application is completed. Application IDs must be included on all documents. Failure to include your ID will delay processing of your application. Each document must be uploaded separately under the appropriate document type in order for your application to automatically move into the review status.

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 returns: 1040, 1040A, 1040EZ with all schedules.
- **Most recently** 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.

Blackbaud Financial Aid Contact Information

- Phone Support: (800)-360-8027
- Email Support: financialaidsupport@blackbaud.school

Notification of Financial Aid

Once your application is processed, a financial aid recommendation will be forwarded to the school for consideration. All final financial aid decisions, including notification of an award amount (if any) will be made by **the School Principal**. If you have not received a notification regarding financial aid, contact Mr. Ross at bröss@lumenchristiak.com.

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'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. 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.

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

A: Blackbaud does 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 the School Principal.

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 financialaidsupport@blackbaud.school.