



Blackbaud Tuition Management Enrollment Instructions

Your School has partnered with Blackbaud Tuition Management to service your child's tuition account. To enroll online, please follow the instructions below:

If you already have a son at St. Thomas High School, please re-enroll your son for the new school year first, then contact TuitionAssist@sths.org that your freshman is attending St. Thomas, and he will then be added to your account for the upcoming school year.

Online Enrollment Visit: enroll.blackbaud.school

Welcome to Enroll with Blackbaud Tuition Management Click on the blue box, Create a New Account.

Find Your School Enter your school's name in the search box. Make your selection by clicking the green circle.

• Section 1: Who Will Pay?

Enter the parent, guardian, or bill payer's contact information. Please provide your telephone number and email address as Blackbaud Tuition Management regularly communicates important information about your account via telephone and email. Please note, Blackbaud Tuition Management will only be able to speak with people listed on the account due to confidentiality.

• Section 2: Who Will Attend?

Enter the names and grades of the children who will attend the school. If you already have a child in this school with a Blackbaud Tuition Management account, contact TuitionAssist@sths.org.

• Section 3: How & When to Pay?

Review and choose one of the payment plans. The payment plans listed are selected by St. Thomas and cannot be changed by Blackbaud Tuition Management. Select your preferred payment method and due date from the options offered.

• Section 4: Make a Payment

In order to be fully enrolled, a payment of \$1,600 needs to be made by automatic debit to your bank account (no fee) or by credit card (fee applies). The \$1,600 include the non-refundable fees due for school enrollment at St. Thomas: \$550 Book Fee; \$700 Registration Fee; \$350 Camp Aquinas/Class Retreat. Freshman will be required to be the second part of the Camp Aquinas fee by May 1. Please ignore the "enrollment code" section in Blackbaud Tuition Management unless you have specifically been given a code.

• Section 5: Confirm

Review Blackbaud Tuition Management's terms and conditions. Click **SUBMIT ENROLLMENT** to complete your online enrollment.

Registration Application Successful You will receive a confirmation page with your **Family ID**. Your school will then review your enrollment, and once complete, you will receive confirmation from Blackbaud Tuition Management.

Account Activation Once your school has reviewed and activated your account, you will receive an email with login instructions.

To view your balance, make payments, update your personal information, or chat with a live representative, access your Blackbaud Tuition Management account at parent.blackbaud.school.

The Blackbaud Tuition Management program manages tuition payments and follows the policies established at the school. Decisions regarding tuition amounts, tuition aid, scholarships, and all other tuition related items are made by your school.

Blackbaud Tuition Management looks forward to working with you and your family this year! Blackbaud Tuition Management Parent Contact Center is available 24 hours per day. Families can access their accounts to check balances and make payments. Call Blackbaud Tuition Management at 888-868-8828 if you need any assistance.