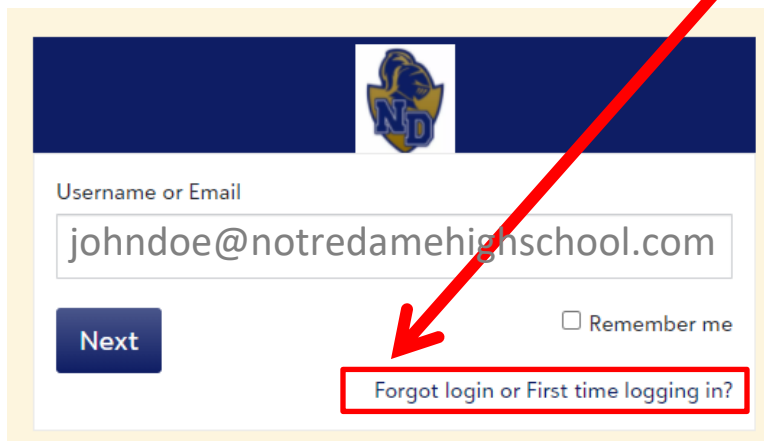# BLACKBAUD INSTRUCTIONS FOR SETTING UP YOUR TUITION CONTRACT & PAYMENT PLAN WITH NOTRE DAME HIGH SCHOOL
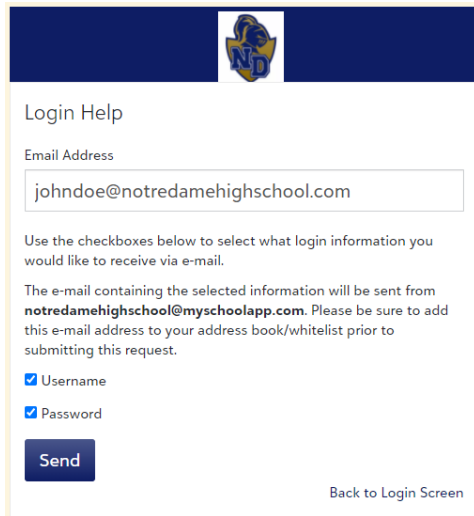
IMPORTANT*:*

- *For the process to go smoothly, please read each step carefully to ensure your account is set up properly.*
- *Accounts must be set up by July 30, otherwise, your account will be considered delinquent and late fees will be applied.*
- *If you are having issues with setting up your account, please contact Tracy Mustico at musticot@notredamehighschool.com.*

ACCOUNT SET UP STEPS

1. **Visit**: notredamehighschool.myschoolapp.com.

2. **USERNAME for BLACKBAUD**: Enter the primary email address that you use on SchoolTool as your username.
   a. If you don't know it, contact Mike Cinquanti at Cinquantim@notredamehighschool.com.

3. After entering your username, **select forgotten password or first time logging in**. *Do NOT click next.*

4. Enter your email and check both boxes.
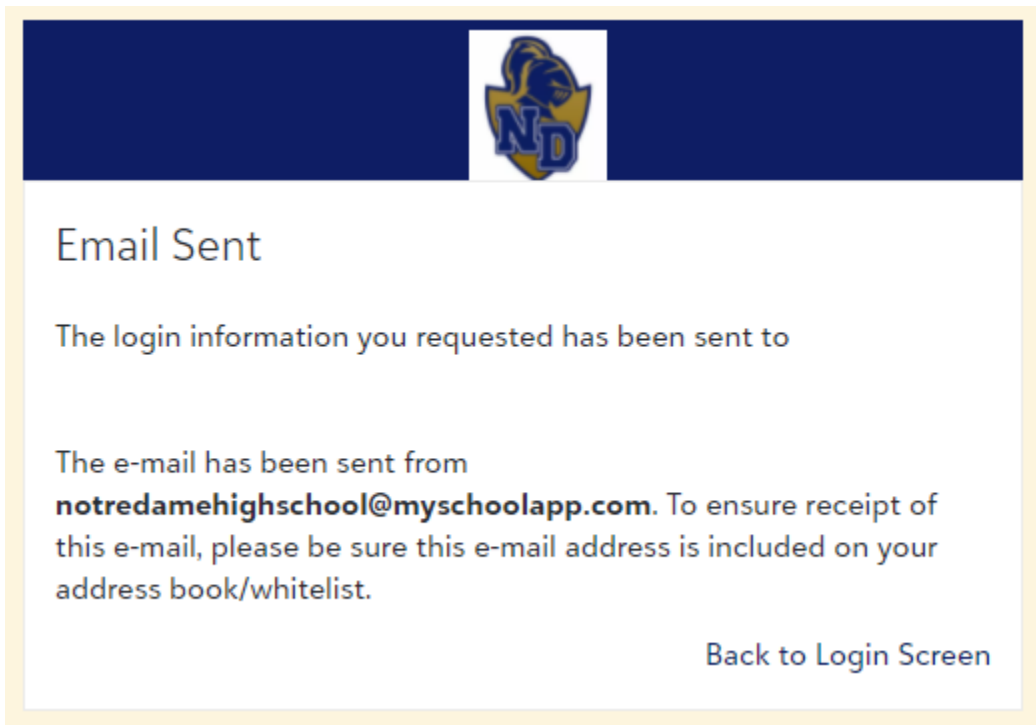
5. You will receive a notification that an email has been sent to you from notredamehighschool@myschoolapp.com.

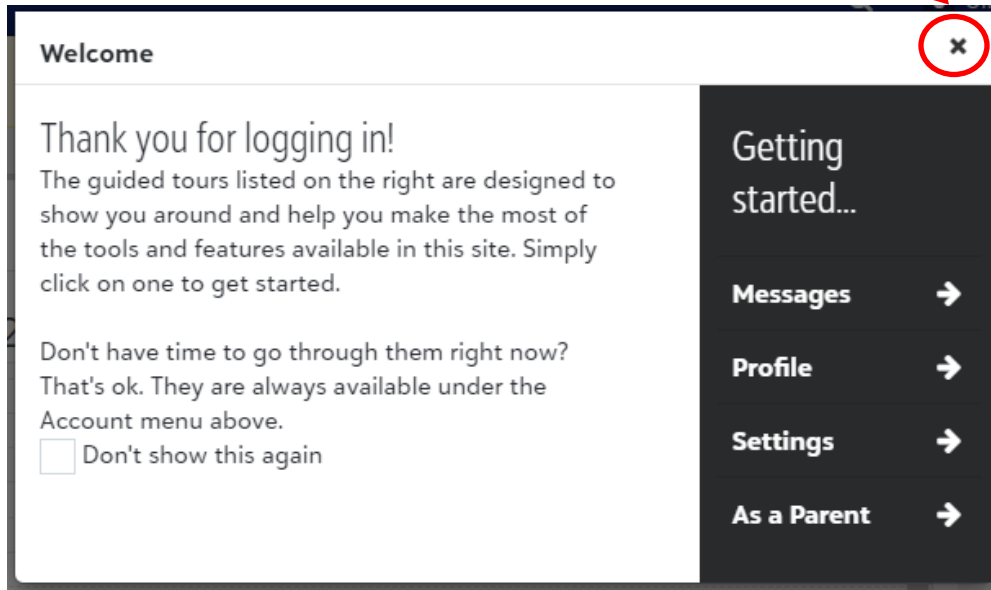6. Check your email and click the link provided or it may say here is your username.
7. The link will send you directly to notredamehighschool.myschoolapp.com.
8. Follow the instructions.You may choose to change your password if you prefer.

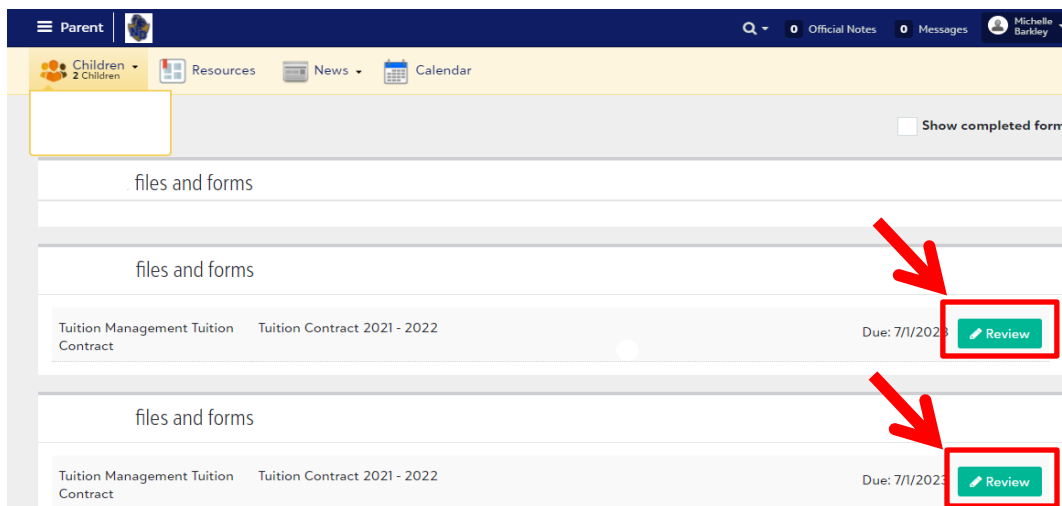9. You will see a welcome screen, click the x in the right corner.

10. You will see a yellow bar listing your contract(s) that need to be completed.

11. Click the yellow bar with the statement regarding the number of tuition contract(s) that need to be reviewed and completed.

12. Scroll down and click the green review button for each student's contract.

13. The following Screen will appear

Tuition Contract 2021 - 2022

Notre Dame High School - NY uses Tuition Management to handle deposits and tuition payment. **Do you have an existing Tuition Management account with Notre Dame High School - NY?**

👍 **Yes**, I already have a Tuition Management account with Notre Dame High School - NY

👎 **No**, I do not already have a Tuition Management account with Notre Dame High School - NY

Continue to Tuition Contract

14. Select **NO** and click Continue to Tuition Contract and scroll down the page.

Tuition Contract 2021 - 2022

Notre Dame High School - NY uses Tuition Management to handle deposits and tuition payment. **Do you have an existing Tuition Management account with Notre Dame High School - NY?**

👍 Yes, I already have a Tuition Management account with Notre Dame High School - NY

👎 **No**, I do not already have a Tuition Management account with Notre Dame High School - NY

ℹ️ A Tuition Management account will be automatically created when you submit this Tuition Contract. Please click continue below to proceed.

Continue to Tuition Contract

15. If you see a red bar as pictured below, click the pencil to provide the required information.

⚠️ Please click the edit button and select "Use billing-only information" to provide additional required information that is not currently in your user profile.

Account Holder & Billing Address   ✏️

16. Select **<u>Use Billing Only</u>** option at bottom of the box that appears & complete the requested information.

Edit Billing Information

ℹ️ This information will only be used for billing.

○ **Use your default information**
● **Use billing-only information**

First Name *
[   ]

Last Name *
[   ]

Address Line 1 *
[   ]

Address Line 2
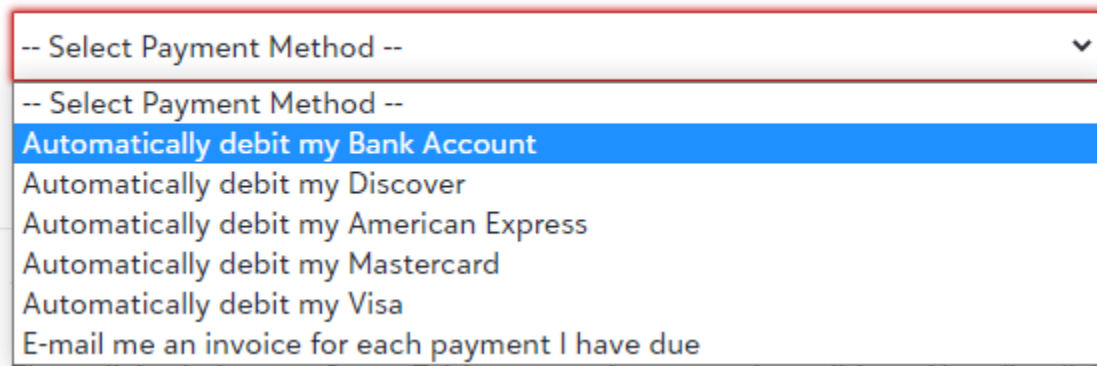[   ]

City *

17. Select your payment plan & method for payment

Select a Payment Plan & Method

Payment Plan Options *

○ Annual: July
○ Semi Annual: July & January
○ 10 Month: July - April

Payment Method *

-- Select Payment Method -- ⌄

| -- Select Payment Method -- |
| **Automatically debit my Bank Account** |
| Automatically debit my Discover |
| Automatically debit my American Express |
| Automatically debit my Mastercard |
| Automatically debit my Visa |
| E-mail me an invoice for each payment I have due |

18. Review terms and conditions and submit your digital signature. (There will be four sections requiring your initials. See example below.)

Review Terms & Conditions

Terms and Conditions

The policies below are Smart Tuition general terms and conditions. Not all policies listed below may be applicable to your school but are representative of Smart Tuition policies, in general. Terms and Conditions are subject to change.

Smart Tuition receives, processes, and deposits your payments into your school's bank account. Our secure website and customer service center are available to assist in answering your questions about your tuition payment plan.

Refunds: Smart Tuition does not issue cash refunds. Overpayments will be carried on your account and credited to future tuition payments. All reimbursements or refunds must be arranged with your school.

ACKNOWLEDGEMENT

I (we) will read and agree to abide by the Code of Conduct and Financial Accountability policies of the 2021/2022

Initials *

I (we) further acknowledge that, pursuant to the Financial Accountability Policies section of the Parent/Student Handbook, transcripts, diplomas, grades, etc. will not be released until all financial obligations under this tuition contract have been satisfied.

19. After digitally initialing the document click the blue review button

To Review

20. If any fields are not filled out correctly a red bar will appear after clicking review. Please correct the form.

⚠ Please review the fields marked in red on your contract. Updates are necessary in order to submit.

21. Once your form is complete, scroll down and review the completed form and click accept.

Accept

22. Those choosing to do a one-time payment by July 1, will not be assessed a user fee. Those choosing an alternative payment option will be charged a one-time family fee for the year of $50.

Deposit	
Enrollment Deposit	$0.00
Enrollment Fees	
Tuition Management Administrative Fee	$50.00
Total Due	**$50.00**

Payment Options *

-- Select an Option --

Next

23. Select your option and make your payment for the user fee. Please do not navigate away from the screen to avoid disruption to your payment. A confirmation notice will appear (see below).

Thank you for your time. This form will not be fully submitted until all responsible parties have had a chance to review and acknowledge.

Would you like to fill out the next form or are you done for now?

[Next Form] [Done]

24. Select done or next form if you have another contract to complete. Families needing to complete additional contracts will need to review the information and complete their digital signature.
25. If your account shows pending after completing the process, the second responsible party for tuition payment must log in, using their log in information to review the contract(s) and complete their digital signature. The username for the blackbaud login is the email associated with the schooltool account. Enter username, and then click forgot login or first time logging in and follow the steps to set your password.

Thank you for taking the time to complete your payment plan. We are looking forward to a great school year!