Tuition Assistance

2027-2028

Saint James School welcomes the opportunity to serve bright, hard-working students who desire an education that challenges and prepares them to learn and grow academically, physically, socially, and emotionally. In support of this endeavor, need-based tuition assistance is available for students in Pre-K3 - 12th grade.

Saint James School utilizes Blackbaud Financial Aid Management™ (Blackbaud) to establish a family's ability to pay for educational expenses based on data confidentially submitted by parents. Blackbaud provides no funds to Saint James or to its tuition assistance applicants. Instead, they assist Saint James in making recommendations as to the amount of money a family can contribute toward a child's education.

- Tuition assistance applies to tuition only. Tuition assistance does not cover the costs for enrollment fees, books, uniforms, after school programs, or other school-related expenses.
- All students who receive tuition assistance must maintain a 73 or above average in core academic subjects with no failing grades in any class.
- To be considered for tuition assistance:
  - A new application must be submitted each school year, **and** current families must be in good standing with their tuition balance.
  - If a child's parents are divorced, both custodial and non-custodial parents (if a parent or both parents are remarried) must submit **all** tuition assistance documents. There will be no exceptions to this requirement. Please note: Information received from one parent is never shared with the other parent.
- Final tuition assistance decisions are made based on the Blackbaud recommendation, the criteria for tuition assistance as determined by the Saint James Board of Trustees, the approved budget for tuition assistance, and the family's financial need.
- CHOOSE Act or state Scholarship Granting Organization funds may also be available to your student. These additional opportunities are evaluated during the Tuition Assistance process.

Application Process

The tuition assistance process requires several steps. To receive full consideration, please complete this process as soon as possible.

- **Key Dates**
  - New Families: *During admission application process*
  - Returning Families: *April 1, 2027*

- **Blackbaud Financial Aid Management™ Requirements**
  - Go to **https://studentfinancialaid.blackbaud.school** to create your account.
  - Complete all sections of the online application and submit all required documentation via the online portal.
    - » Under guidance from the FAFSA for College Financial Assistance, Saint James uses the prior, prior year tax returns (2025) along with 2026 W-2s and 1099s to alleviate difficulties with not having 2026 tax returns filed. You may also upload your most recently filed return.
    - » We cannot process your applications without copies of your 2025 tax return **AND** 2026 W-2s and 1099s.
    - » An application and tax forms are required from both custodial and non-custodial parents.
  - For assistance, call *(800) 360-8027* or email *financialaidsupport@blackbaud.school*

- **Saint James School Requirements**
  - Submit a completed Tuition Assistance Application *(page 2 of this document)* for the 2027-2028 Academic Year by email to the Business Office at **eflynn@stjmontgomery.org** or by hand delivering or mailing it to:

Saint James School
Tuition Assistance
6010 Vaughn Road
Montgomery, AL 36116-1202

Character • Commitment • Courage • Community

Saint James is an independent, nonsectarian, college preparatory school with a student body broadly representative of college-bound students. We are committed to challenging and assisting students in realizing their individual potential and preparing them for lives of responsibility, service, and achievement.

Academic support for English Language Learners is available. Saint James School admits students of any race, religion, color, gender, creed, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school.

SAINT JAMES SCHOOL
TUITION ASSISTANCE APPLICATION
*APPLYING FOR SCHOOL YEAR: _____

The information on this application is provided for the use of Saint James School only.

FOR PRIORITY CONSIDERATION, THE COMPLETE TUITION ASSISTANCE APPLICATION IS DUE TO THE BUSINESS OFFICE AS SOON AS POSSIBLE.

Father's Last Name:_____ First Name:_____MI:_____

Street Address:_____

City:_____ State:_____ Zip:_____

Primary Email:_____

Occupation:_____ Employed by:_____

Home Phone:_____ Work Phone:_____

Mother's Last Name:_____ First Name:_____MI:_____

Street Address:_____

City:_____ State:_____ Zip:_____

Primary Email:_____

Occupation:_____ Employed by:_____

Home Phone:_____ Work Phone:_____

Name of student(s) for which you are applying for tuition assistance:

Student's Last Name:_____First Name:_____ Applying for Grade:_____

Student's Last Name:_____First Name:_____ Applying for Grade:_____

Does any other individual pay any portion of the tuition or fees for any of your children to attend Saint James?

__YES __NO *If Yes, Who (relationship)?* _____ *How much?* _____

***How much do you feel you can afford to pay yearly for your child(ren) to attend STJ?** _____

By signing below, I certify that all of the information on this form is true and complete. I acknowledge that intentionally providing false or misleading information will result in automatic denial of tuition assistance. I further authorize Saint James School to perform a credit check on any individuals listed on my tax returns.

Note: If two parents/guardians are applying for tuition assistance or are listed on the accompanying tax returns, both must sign this form.

Signature:_____ Date:_____

Signature:_____ Date:_____

Please return this form by email to eflynn@stjmontgomery.org* and *submit the online application, with all required documentation(at https://studentfinancialaid.blackbaud.school). For priority awards and notifications, we encourage prompt completion of these steps.

Saint James School
Tuition Assistance Instructions

Access Application: https://studentfinancialaid.blackbaud.school
Enterprise ID and Name: 15430 – Saint James School
Eligible Grades: PK3 - 12th grades (PK2 is not eligible for assistance)
Application Fee: $45($55 for Business owner)
Required Supporting Documentation
Upon submission of your application, you will be informed which documentation you are required to upload. You will receive this information when you submit the application on the confirmation page, via email, and you may also see the documents when you go to the Documents tab of your account. ***Please upload all documents in a timely manner as your application will not proceed to the verification process until all required documents are submitted.*** Required supporting documentation are:

- **Most recent** paystubs
- **Most recent** W-2 forms for ALL jobs
- **Most recently** filed federal tax returns: 1040, 1040A or 1040EZ with ALL schedules
- **Most recently** filed business tax return: 1120, 1120S or 1065 (if applicable)
- Supplemental income documentation: Social Security, 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 Circumstances Letter indicating which document(s) you are unable to provide and why. This information will be shared with your school for consideration.

Creating Your Account
Please visit https://studentfinancialaid.blackbaud.school to create your account. If you are a new applicant, click the blue "Create Account" button and follow the directions from there to either set up your BBID with Blackbaud, or to link an existing BBID account. If you are a returning applicant, log in via the "Sign In" section on the main landing page.
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. Please put your application ID on all documents submitted.

- Direct Upload: https://studentfinancialaid.blackbaud.school (login with your username and password)

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.

Blackbaud Financial Aid Management Contact Information

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

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

Online Instructions

1. Online Application

Visit: https://studentfinancialaid.blackbaud.school

2. Section 1 – Household Information

Parent/Guardian: Enter the parent or guardian's contact information. Dependent: Enter all dependents that live in the household.

For dependents in college, select the "attending another private school" status option.

3. Section 2 – Selecting A School

Enter your school's five-digit code **15430** or name in the search box. If you want to search for schools near you that are participating in the Blackbaud Financial Aid Management program, you can search by city and state. Make your selection by checking the select check box. Once a school or multiple schools are selected, you will then need to select the student(s) you wish to apply for aid at the appropriate school(s). After the school(s) have been selected, you will then need to select the upcoming grade for the student, student code (if applicable), and expected tuition (if applicable) for the upcoming year. Clicking "next" after each section will allow you to move on to each subsequent section.

4. Section 3 – Income & Expenses

Enter any income the household receives; employment, business or supplemental. If the work status is selected as 'employed', 'self-employed', 'unemployed, receiving benefits', or 'disabled, receiving benefits,' you will be required to enter this income source in the appropriate section before moving through the application. Please enter all expenses as they pertain to your household.

5. Section 4 – Assets & Debts

Enter all assets and debts as they pertain to your household.

6. Section 5 – Special Circumstances

Check off any special circumstance that pertains to your household. If no option available best describes your household's circumstance, please check 'other' and describe your situation. This information is confidential and will only be available to designated School Administration and Blackbaud Financial Aid Management staff.

7. Section 6 – Submit

If your school uses family school codes, please make the appropriate selection. Agree to Blackbaud Financial Aid Management's terms and conditions, then click SUBMIT to complete your online application.

Please be sure to enter all fields with accuracy.

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 Management'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: We do 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 your school. For the date award notices will be given, please contact your school directly.

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 support@studentfinancialaid.blackbaud.school

Q: What is the Business owner application fee?

A: Due to the addition financial documents and reviewer processes required, the application for business owners has an additional fee amount.