Welcome!

Your school has partnered with *Blackbaud Tuition Management* to service your child's tuition account.

To enroll online, please follow these instructions.

1. Go to **https://enroll.blackbaud.school**

A welcome message appears.

2. Select **Create a new account**. (It's a blue button towards the bottom.)

Enter your school's ID in the search box to find your school. Select the green circle to choose your school. (**St. Mary's High School ID: 15770**)

4. In section 1, provide information about who will pay.

Enter the parent, guardian, or bill payer's contact information.

Please provide your mobile number and email address. We regularly communicate important information about your account via text message and email.

5. In section 2, provide information about 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 *Tuition Management* account, simply add any additional children to your existing account by going back to **https://enroll.blackbaud.school** and entering your current account information under **I Have A Tuition Management Account**.

6. In section 3, provide information about how and when to pay.

Review the payment plans offered by your school. Then choose your preferred:

- payment plan,

- payment method,

- and due date

from the options offered by your school.

Your school determines which plans are listed. *Tuition Management* can't change the plans listed.

7. In section 4, review *Tuition Management*'s terms and conditions. Then select **Submit enrollment** to complete your online enrollment.

8. A submission confirmation with your Family ID appears.

9. Next, your school will review your enrollment. When complete, you'll receive confirmation from *Tuition Management*.

10. After your school has reviewed and activated your account, you'll receive an email with login instructions.

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

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

We look forward to working with you and your family this year!

Our Parent Contact Center is available 24 hours per day. Families can access their accounts to check balances and make payments. Call us at (888) 868-8828.