

Blackbaud Tuition Management General Enrollment Instructions

St. Mary's Dominican High School continues to partner with **Blackbaud Tuition Management** to manage your daughter's tuition account.

If you already have a daughter enrolled at St. Mary's Dominican High School with a Blackbaud Tuition account, your incoming student will be added to your tuition account by the school.

To enroll online, please follow these instructions.

- Go to <https://enroll.blackbaud.school>
- Select **Create a new account**.
- Enter "St. Mary's Dominican High School" in the search box to find the school and select the school.

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.

Section 2: Provide information about who will attend.

Enter the names and grades of the student who will attend the school.

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.

Section 4: Review Tuition Management's terms and conditions. Then select **Submit enrollment** to complete your online enrollment.

Section 5: After completing the form, you will be presented with a payment page. The \$1,000 deposit is due to complete enrollment. Once you have completed payment, your information will be submitted to St. Mary's Dominican High School for review and account activation.

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 St. Mary's Dominican High School. St. Mary's Dominican High School determines which payment plans are listed. Tuition Management can't change the payment plans listed. Decisions regarding tuition amounts, tuition aid, scholarships, and all other tuition related items are made by St. Mary's Dominican High School.

Blackbaud's 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.

