

**Access Application at:**

<https://studentfinancialaid.blackbaud.school/>

**School ID#:** 14456 Portland Waldorf School

**Due Date:** February 1, 2024 for re-enrolling families and August 1, 2024 for new families

**Application Fee:** \$35

**Required Supporting Documentation**

*Applications submitted without documentation will not be processed.*

- **Most recent** paystubs, W-2 or 1099 forms for all jobs.
- **Most recently** filed (2022 or 2023) federal tax return: 1040, 1040A, 1040EZ with all schedules and/or business tax return: 1120, 1120S, 1065, K1 (if applicable).
- Supplemental income documentation (only if applicable): Social Security income, 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 Circumstance Letter indicating which document(s) you are unable to provide and why. This information will be shared with your school for consideration.

**Logging into or Creating Your Account**

Please login to your account at the web address above or create a new account by entering your primary email address as your username. BFAM will use this email address to contact you in the event that your application is "on hold" for missing documentation. Once you create your username and password, you will receive a verification email. Once you click the verification link to verify that you are the account holder, you will be able to log in using the username and password you created. Please be advised that if you do not click the verification link that is sent to your email address, you will not be able to log in or reset your password.

**Submitting Documentation**

Documentation should be submitted at the time the application is completed. Application IDs must be included on all documents. Failure to include your ID will delay processing of your application. 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 review status.

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

**Application Rollover**

Once you create a Blackbaud Financial Aid Management account to apply for tuition adjustment, your application information will roll over into the next school year. Your username and password will remain the same, as well as 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: [financialaidsupport@blackbaud.school](mailto:financialaidsupport@blackbaud.school)

**Notification of Tuition Adjustment**

Once your application is processed, a tuition adjustment recommendation will be forwarded to **Portland Waldorf School**. All final tuition adjustment decisions, including notification of an award amount (if any) will be made by **Portland Waldorf School**. If you have not received notification regarding tuition adjustment, contact the Business Office at **Portland Waldorf School**.

**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 (**14456 for Portland Waldorf School**) or name in the search box. 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 adjustment 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 circumstances that pertains to your household. If no option available best describes your household's circumstances, please check 'other' and describe your situation. This information is confidential and will only be available to designated School Administration and BFAM staff. It is helpful to Portland Waldorf School for the parents to explain any special circumstances in detail that pertain to their ability to pay tuition.

**7. Section 6 – Submit**

If your school uses family school codes, please make the appropriate selection. Agree to BFAM 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 adjustment 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: BFAM'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 consideration 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 tuition adjustment or not?***

A: We do not disclose information about the results of your application. All final tuition adjustment 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) and any supporting documentation, should be sent to [financialaidsupport@blackbaud.school](mailto:financialaidsupport@blackbaud.school).