



## Seagull Schools

**Main Office:**

1300 Kailua Road, Kailua, Hawaii 96734  
Phone: **(808) 261-8534** · Fax: **(808) 261-7052**  
Website: [www.seagullschools.org](http://www.seagullschools.org)  
Email: [admin@seagullschools.org](mailto:admin@seagullschools.org)

July 5, 2023

Aloha Seagull Families & Caregivers,

We are very excited to re-introduce our **Seagull Schools Tuition Aid Program** which will allow qualifying families to access scholarships to offset the cost of tuition for the 2023-24 school year. This program is funded through Seagull Schools with help from our generous donors, including the Sam and Mary Castle Foundation. As many of you know, it was a priority for us to support as many of our families as we can. We understand that our families can use these scholarships now more than ever.

We strongly encourage families who may qualify for Seagull's tuition aid to apply for this opportunity. An internal Committee will review all qualifying applications. You must be able to show that you have applied for other subsidies or tuition aid to be considered. This application window will commence on Thursday, July 6, 2023 and **close on July 31, 2023.**

Please be aware that we will be piloting an online Tuition Aid Application this year. The instructions to use the Blackbaud Student Financial Aid system are attached. The deadline to submit your application and all required documents is Monday, July 31, 2023. We anticipate award notifications to be sent around August 21, 2023.

Please kindly get in touch with any questions by calling our business office at: (808) 261-8534 or by emailing: [tuitionaid@seagullschools.org](mailto:tuitionaid@seagullschools.org). We look forward to receiving your applications in the near future!

Mahalo nui,

Megan McCorriston  
Chief Executive Officer



## Seagull Schools Online Tuition Aid Application for SY 23-24 Instructions

**Website to Access Application:** <https://studentfinancialaid.blackbaud.school>

**School ID and Name:** 14722 – Seagull Schools Inc.

**Application & Supporting Documentation Due Date:** July 31, 2023

### **Required Supporting Documentation:**

*Applications submitted without documentation will not be processed.*

- Two most recent paystubs.
- Most recent W-2 forms for all jobs.
- Most recently filed federal tax return (1040).
- Most recent filed business tax return: 1120, 1120S, 1065 (if applicable).
- Supplemental income documentation: 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.

### **Creating Your Account**

Please visit <https://studentfinancialaid.blackbaud.school> and create your account by entering your primary email address as your username. Blackbaud Financial Aid Management 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. Next, please click the verification link to verify that you are the account holder, and you will then 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. 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.

- Direct Upload: <https://studentfinancialaid.blackbaud.school> (login with your username and password). Click on My Applications/Documentation/Upload Documents.

### **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](mailto: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**

All final financial aid decisions, including notification of an award amount (if any) will be made by **Seagull Schools Inc.** If you have not received notification regarding financial aid, contact [tuitionaid@seagullschools.org](mailto:tuitionaid@seagullschools.org).

## 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 14722 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 Seagull Tuition Aid Team members 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, 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](mailto:support@studentfinancialaid.blackbaud.school)