



St. Thomas the Apostle Catholic School
2027 - 2028 Online Instructions

School ID: 13303

School Name: St. Thomas the Apostle Catholic School

Application Deadlines: Round 1 of Bishop Scholarship: 11/30/2026

We encourage families to apply early, but other rounds of financial aid will be available in the Spring until Bishop Scholarship funds are exhausted.

Eligible Grades: All Grades

Note: Preschool students are not eligible for Bishop's scholarships, but might be considered for other school or parish grants. Children in all grades should be included in the application.

Application Fee: \$30

Required Supporting Documentation for each Employed/Self-Employed Parent:

Applications submitted without documentation will not be processed.

- Most recent paystubs.
- **2025** W-2 forms for all jobs.
- **2025** filed federal tax return: 1040, 1040A, 1040EZ with all schedules. **2026** tax returns mandated after 4/15/27. **2025** filed federal business tax return: 1120, 1120S, 1065 (if applicable). **2026** business returns mandated after 4/15/27.
Tax years of submitted documents must match in order for your application to be reviewed.
- 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.

Application Rollover

If you created a Blackbaud Financial Aid 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 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.

Creating Your Account

Please visit <https://studentfinancialaid.blackbaud.school> and create your account by entering your primary email address. You may also sign up with Google or Apple. 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. Enter the verification code found in the email to verify that you are the account holder. Please be advised that if you do not enter the verification code that is sent to your email address, you will not be able to log in or reset your password. To switch the language to Spanish, click the Settings tab and click "Spanish."

Please be sure to choose the correct school year for your application. Applications submitted in the wrong school year cannot be transferred to another school year. You will also receive an Application ID unique to your family. Please keep this ID number for any reference and for new logins.

Submitting Documentation for Each Employed/Self Employed Parent

Documentation should be submitted at the time the application is completed and can be done on the Home page. You can also choose to allow the IRS to provide your tax forms to us but you will need to upload any non-tax related documents. Please be advised that each document must be uploaded separately under the appropriate document type by clicking the Upload document button next to each one. This must be done in order for your application to automatically move into the "Documents Received" status, and be ready for review.

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

Blackbaud Financial Aid Management Contact Information

- Phone Support: (800)-360-8027
- Chat Support: <https://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 the Diocese of Grand Rapids. All final financial aid decisions, including notification of an award amount (if any) will be made by the Diocese of Grand Rapids to St. Thomas the Apostle Catholic School. If you have not received notification regarding financial aid, contact the financial administrator at St. Thomas the Apostle Catholic School.

Online Instructions

1. Online Application/Select School

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

Once you start your application, select the 2027-2028 school year and enter your school's five-digit school code or name in the search box and click the search button and then select the school.

2. Section 1 – Household Information

Parent/Guardian: Enter the parent or guardian's contact information. If you would like to allow the IRS to provide your tax forms to us for review, you may set up your ID.me account here. 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 school grade/applying for additional schools

If you are applying to more than one school, enter the other school(s)' five-digit code or name in the search box and click the search icon. If you want to search for schools near you that are participating in the Blackbaud Financial Aid 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), then select the upcoming grade for the student and student code (If you are a parishioner in the Grand Rapids Diocese, select your parish code which can be found on the last page of this document. If you are not a parishioner in the Grand Rapids Diocese, select the code "NonParish"). Clicking "Save and Continue" 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. **If employed, please be sure to accurately indicate whether your employer covers All, Some, or None of your Medical/Dental insurance.**

5. Section 4 – Additional Real Estate/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 – Review/Submit

You may review your answers before submitting the application. Please agree to Blackbaud Financial Aid's terms and conditions, then click SUBMIT to pay the application fee and 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. If the document can't be provided, please click the check-box next to the required document. Then go to "Submit Documents" and choose the "Special Circumstance Letter" option from the drop down menu, and upload an explanation letter.

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 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.

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, please reach out to our Parent Support Center by phone or our chat feature on

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

Q: Which code should I select at the "Select a School" page?

A: You must select a "Parish Code" from the drop-down list according to which parish you belong to. The list of parish codes can be found on the last page of this document. If you are not a parishioner in the Diocese, please select the "NonParish" code. All applications will be considered for financial aid, but it is important to select a parish code as the diocese requires it in order to be considered for the Bishop Scholarship.



Grand Rapids Diocese Student Codes (Parish Code)

*After selecting the school you wish to apply for, you will be asked to select the students' grade, student code (**parish code**), and tuition (if tuition is not mandated by the school.) Please select the code that pertains to the school and parish you belong to (in the diocese of Grand Rapids) from the drop-down menu. The list of student codes (**parish codes**) are listed below for your convenience:*

Student Code Name/Parish Code

Non-Parishioner (in the diocese of Grand Rapids)
ALL SAINTS Fremont
ASSUMPTION BVM Belmont
BASILICA ST ADALBERT Grand Rapids
BLESSED SACRAMENT Grand Rapids
CATHEDRAL OF ST ANDREW Grand Rapids
CHRIST THE KING Howard City
HOLY FAMILY Caledonia
HOLY FAMILY Sparta
HOLY NAME OF JESUS Wyoming
HOLY REDEEMER Jenison
HOLY SPIRIT Grand Rapids
HOLY TRINITY Comstock Park
IMMACULATE HEART OF MARY Grand Rapids
LATIVIAN APOSTOLATE Grand Rapids
MARY QUEEN OF APOSTLES Sand Lake
OUR LADY OF CONSOLATION Rockford
OUR LADY OF FATIMA ST GREGORY Shelby
OUR LADY OF GRACE Muskegon
OUR LADY OF LA VANG Wyoming
OUR LADY OF SORROWS Grand Rapids
OUR LADY OF THE ASSUMPTION Rothbury
OUR LADY OF THE LAKE Holland
PRINCE OF PEACE North Muskegon
SACRED HEART Evert
SACRED HEART Grand Rapids
SACRED HEART Muskegon Hts
SS PETER AND PAUL Grand Rapids

Student Code

NonParish
AllSaintsF
AsBVMBelmt
StAdlbrtGR
BlScrmtGR
CStAndrwGR
ChristTKHC
HlyFamCldn
HlyFamSprt
HNmJesusWy
HRdmrJensn
HSpiritGR
HTrinityCP
IHofMaryGR
LatApostGR
MQApstlsSL
OLConsltnR
OLFtmaShlb
OLGraceMkn
OLLaVangWy
OLSorrwsGR
OLAssmptnR
OLLakeHlnd
PPeaceNMkn
SacredHrtE
SacredHrtG
SacredHrtM
SSPPaulGR

SS PETER AND PAUL Ionia	SSPPIonia
ST AGNES Marion	StAgnesMrn
ST ALPHONSUS Grand Rapids	StAlphonGR
ST ANN ST IGNATIUS Baldwin	StAstIBldn
ST ANNE Paris	StAnneP
ST ANTHONY Saranac	StAnthonyS
ST ANTHONY OF PADUA Grand Rapids	StAPaduaGR
ST BARTHOLOMEW OUR LADY OF GUADALUPE Newaygo	StBOLGdlpN
ST BERNADETTE OF LOURDES Stanton	SBLourdesS
ST BERNARD Irons	StBernardI
ST CATHERINE Ravenna	StCathrnR
ST CHARLES Greenville	StCharlesG
ST DOMINIC Wyoming	StDominicW
ST EDWARD Lake Odessa	StEdwardLO
ST FRANCIS DE SALES Holland	StFdSalesH
ST FRANCIS DE SALES Lakeview	StFdSalesL
ST FRANCIS DE SALES Muskegon	StFdSalesM
ST FRANCIS XAVIER Conklin	StFXavierC
ST FRANCIS XAVIER SHRINE Grand Rapids	StFXavierG
ST ISIDORE Grand Rapids	StIsidoreG
ST JAMES Grand Rapids	StJamesGR
ST JAMES Montague	StJamesM
ST JEAN BAPTISTE Muskegon	StJBaptstM
ST JEROME Scottville	StJeromeS
ST JOHN CANTIUS Free Soil	SJCantiusF
ST JOHN PAUL II Cedar Spring	SJPauIIICS
ST JOHN THE BAPTIST Claybanks	SJBaptistC
ST JOHN THE BAPTIST Hubbardston	SJBaptistH
ST JOHN VIANNEY Wyoming	SJVianneyW
ST JOSEPH Elbridge	StJosephE
ST JOSEPH Pewamo	StJosephP
ST JOSEPH ST VINCENT Weare	SJSVincntW
ST JOSEPH White Cloud	StJosephWC
ST JOSEPH Wright	StJosephWt
ST JOSEPH ST MARY Belding	StJStMaryB
ST JOSEPH THE WORKER Wyoming	SJWorkerW
ST JUDE Grand Rapids	StJudeGR
ST LUKE UNIVERSITY Allendale	SLukeUnivA
ST MARGARET Harvard	SMargarethH
ST MARGARET MARY ALACOQUE Edmore	AlacoqueE
ST MARY Carson City	StMaryCC
ST MARY Grand Rapids	StMaryGR
ST MARY Lowell	StMaryL
ST MARY Marne	StMaryM
ST MARY OF IMMACULATE CONCEPTION Muskegon	SMIConcptM

ST MARY Spring Lake	StMarySL
ST. MARY MAGDALEN, Kentwood	StMaryMaKE
ST. MARY OF THE WOODS, Lakewood Club	StMaWoodLC
ST. MARY/ST. JEROME, Custer	StMaStJaCU
ST. MARY/ST. PAUL, Big Rapids	StMaStPaBR
ST. MICHAEL, Coopersville	StMichaelC
ST. MICHAEL, Muskegon	StMichaelM
ST. MICHAEL/CHRIST THE KING, Brunswick	StMiChKiBR
ST. MICHAEL THE ARCHANGEL, Remus	StMichArcR
ST. PATRICK, Parnell	StPatParn
ST. PATRICK, Portland	StPatPort
ST. PATRICK/ST. ANTHONY, Grand Haven	SSPatAntGH
ST. PAUL THE APOSTLE, Grand Rapids	StPaulApGR
ST. PHILIP NERI, Reed City	StPhilNeRC
ST. PIUS X, Grandville	StPiusXGvl
ST. ROBERT OF NEWMINISTER, Ada	StRobNewAD
ST. SEBASTIAN, Byron Center	StSebastBC
ST. SIMON, Ludington	StSimonLud
ST. STEPHEN, East Grand Rapids	StStephEGR
ST. THOMAS THE APOSTLE, Grand Rapids	StTomApoGR
ST. THOMAS THE APOSTLE, Muskegon	StThomApoM