2027–2028 Variable Tuition Application Instructions

In an effort to make Christian education affordable for every family, Plumstead Christian School offers a variable tuition program to families with students in K-12 grades. Follow the instructions below to apply!

Access Application at: https://studentfinancialaid.blackbaud.school/
Blackbaud School ID#: 15416
Blackbaud Financial Aid Application Fee: $55 ($65 if a business owner)

Questions Regarding the PCS Variable Tuition Program:
Jeremiah Lapp, jlapp@plumsteadchristian.org, 215-766-8073

Required Supporting Documentation

Applications submitted without documentation will not be processed.

- **Most recent** paystubs
- **Most recent** W-2 forms for all jobs.
- **Most recently** filed federal tax returns: 1040, 1040A, 1040EZ with all schedules.
- **Most recently** 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 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. From there, follow the system prompts to link your Blackbaud id.

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 review status.

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 login credentials will remain the same, as well as your application ID number (except for the first two digits as that indicates the school year). The Parent/Guardian and Dependents section of the application will auto-populate. You will only need to confirm the information before advancing to the next sections of the application. If any information from the Parent/Guardian and Dependent section needs to be updated, please make the necessary changes.

Notification of Financial Aid

Once your application is processed, a financial aid recommendation will be generated for **Plumstead Christian School.** All final financial aid decisions, including notification of an award amount (if any) will be made by **Plumstead Christian School.** If you have not received notification regarding financial aid, contact the PCS financial administrator**, Jeremiah Lapp at jlapp@plumsteadchristian.org.**

Blackbaud Financial Aid Contact Information

Phone Support: (800)-360-8027 / Email Support: financialaidsupport@blackbaud.school

Parent Instructions

1. **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.

2. **Section 2 – Selecting A School**
   Enter your school's five-digit code (**15416**) or name in the search box. 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). 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.

3. **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.

4. **Section 4 – Assets & Debts**
   Enter all assets and debts as they pertain to your household.

5. **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 staff.

6. **Section 6 – Submit**
   If your school uses family school codes, please make the appropriate selection. Agree to Blackbaud Financial Aid's terms and conditions, then click SUBMIT to complete your online application.

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'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 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), should be sent to financialaidsupport@blackbaud.school.