



Blackbaud Tuition Management™

PDF Version Parent Enrollment into BlackBaud Tuition Management System

Lake Center Christian School has begun the process of transitioning to BlackBaud Tuition Management for all tuition, operational fees and school-related fee payments. *(Except Lunch Accounts. Families will still make payments through Edutrak for student lunch accounts).*

Verify & Confirm Family Account Information In BlackBaud From Email Invitation

Video Timing 0:12

You received an email from BlackBaudCustomerService with the subject line, **Lake Center Christian School, setting up your account with BlackBaud tuition management.** When you receive this email, please click the link, and then you will go to the Enrollment Screen on BlackBaud Tuition Management.

The first screen asks who is the person responsible for the charge to the account. The information on this screen is pre-populated from data that Lake Center Christian School has already entered into the database. **Please review it carefully and ensure that everything is accurate.** If you see information that is inaccurate, simply click in the box and correct it. On this first screen, it will also be necessary to select a security question. Please make sure to select a question that has an answer you will easily remember while also not being an answer that can be easily figured out by other people. Once the information is complete, locate and click **the green arrow** in the bottom right hand corner.

Verify Student Information in Your Family Account

Video Timing 1:40

The next screen will list all of your students who will be attending Lake Center Christian School for the 2024-2025 school year on your account. Please verify that all of your enrolled students are listed on the screen. If a student is missing, please click where it says add another student and enter that student's information and grade. If a student has a different last name than their parent, and the last name is incorrect, simply click in that box and correct the last name. Once all student information is accurate, locate and click **the green arrow** in the bottom right hand corner.

Choose Your Payment Method & Payment Date

Video Timing 2:16

This screen asks how and when you will pay. Blackbaud Tuition Management offers two payment plan options.

- A 10-month equal payment plan option (August to May)
- A one-time pay in full option (1st payment in full is September, then autopull when fees incurred)

You then have three options for how your tuition payment will be deducted from your account. In this drop down, you have the option between:

- a) automatically debiting your credit or debit card,
- b) automatically debiting your bank account,
- c) or choose to receive an invoice for each payment that you (only due date option 15th of month)

Video Timing 3:18

If you select to have your credit card or your debit bank automatically debited, **you may choose which due date** you would like that debit to occur.

- a) The 1st of the month,
- b) The 5th of the month,
- c) The 10th of the month,
- d) The 15th of the month.

Enter the information for the cardholder name, the card number, and the month and year.

Bank/Saving Account Option: If you would like to use **your bank account**, you may also choose one of the four due day options when it will be deducted. Follow prompts to enter the account holder name and then the bank account and routing number. Please ensure to look at a check and accurately enter the routing number which will be the first nine digits that show at the bottom of your check and then your account number which will be in the middle. If you are using a savings account, please indicate in the checking savings drop-down which type of account it is.

Invoice Option: If you opt to receive an invoice for each payment, you only have the option for a 15th day of the month as your due date. With this, you will receive an invoice from Blackbaud every month that will be expected to be paid in full by the 15th. Once you have selected your payment plan options, locate **the green arrow** in the bottom right of the screen and click to the confirmation screen

Confirm Information, View Terms & Submit Enrollment

Video Timing 4:45

On this last step, please review all information and ensure that it is accurate. Accept BlackBaud's Terms and Conditions for the BlackBaud's Tuition Management platform as well as their privacy policy. Then locate **the green button and click "Submit Enrollment"**.

Once your submission has fully processed, you will see a screen that will show that your registration application was successful. Once you have submitted your enrollment request, Lake Center Christian School will review the enrollment, and once it is confirmed, then you will receive an email from BlackBaud.

Thank you for your patience while we make the software transfer. For the 2024-25 school year, the BlackBaud Tuition Management will help improve your ability to manage payment for tuition, operation fee, and all other school fees, *except lunch accounts*. Edutrack will still be used to manage lunch payments. This information and other student account information can be viewed on the school's website at www.lccs.com/student-accounts

After July 9th, families enrolled for the 2024-35 school year will be able to view their estimated Tuition & Fees through the BlackBaud Tuition Management System.

If you have any questions or comments, please email finance@lccs.com.

[Link to BlackBaud Enrollment Video](#)