



Saint Anthony's High School

275 Wolf Hill Road, South Huntington, New York 11747-1394
631-271-2020 • Fax 631-351-1507 • stanthonyshs.org

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June 21, 2022

Dear Parent or Guardian:

Thank you for your patience as we transition our tuition database to Blackbaud Tuition Management. We expect the system to go live shortly, and it will be fully operational within the next few days. This new program has a lot to offer, so please read this letter carefully. You may visit www.stanthonyshs.org/tuition for financial details, previously sent letters, and to initiate communication.

St. Anthony's High School is pleased to announce that it has partnered with **Blackbaud Tuition Management, formerly Smart Tuition**, to service your tuition account. We provided basic information to establish your personalized account. Blackbaud will send a notification this week. Please complete the enrollment process by July 1, following the instructions below.

- If you have multiple email addresses or your email address recently changed, please check all of them regularly. You will have the opportunity to update your credentials and details after completing this process.
- **Charges, fees, and credits will be posted to your account by July 7, 2022**, only after you have created an account. Please do not expect to see any activity on the account before this date. First payment is due no earlier than August 1, 2022.
- St. Anthony's High School offers three payment plans. They can be found at www.stanthonyshs.org/tuition.

Online Enrollment Steps (can be completed in 3-5 minutes)

1. Blackbaud Tuition Management will send you an email to enroll online.

We recommend you add Tuition Management to your safe contacts so that future emails do not go to your spam file. An example of the email . . .

From: customerservice@blackbaud.school .

Subject: *St. Anthony's High School: Setting up your account with Blackbaud Tuition Management*

Dear Parent or Guardian:

We are pleased to introduce the tuition management service that St. Anthony's High School now offers through Blackbaud. Your school recently provided us with information in order to set up a Tuition Management account.

To complete your Tuition Management enrollment, [please click here to visit our website.](#)

When your enrollment is complete, you will receive a confirmation email from Tuition Management.

If you have any questions regarding this process, please contact us 24 hours a day, 7 days a week at (888) 868 – 8828.

Sincerely,

Blackbaud Tuition Management





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2. **Registration**

When you receive the email, please use the personalized link within the email to go to the enrollment page.

3. **Section 1 – Who will pay?**

Review the parent, guardian, or bill payer's contact information.

Please include BOTH parents or anyone who is permitted to call about the account. The Blackbaud Parent Help Center is only able to speak about the account with the individual(s) who is/are listed.

Please verify your mobile number and email address. Blackbaud regularly communicates important information about your account via text message and email.

4. **Section 2 – Who will attend?**

Review the names and grades of the children who will attend the school. If you have additional children attending the school this year, add their names and grades to this section now.

5. **Section 3 – How and when to pay?**

Review the payment plans offered and then choose one. St. Anthony's High School determines which plans are available; **Blackbaud Tuition Management cannot change the plans offered.**

6. **Section 4 – Submit**

Review Tuition Management's terms and conditions. Select **Submit Enrollment** to complete your online enrollment.

7. **Section 5 – Confirmation**

When you complete the enrollment process, you'll receive a confirmation message. Your information is then sent for review and activation.

If you have any questions for or require support from Blackbaud, please contact their Parent Help Center. It is available to assist you 24 hours a day, 365 days a year. Call them at (888) 868-8828.

For tuition concerns at St. Anthony's High School, use the school website to initiate communication or contact the Treasurer's Office via email at finance@stanthonyschools.org.

We look forward to working with you and your family this year. Thank you!

Sincerely,

Andrew Gray

Tuition Coordinator

finance@stanthonyschools.org

