March 18, 2025

Dear Parent or Guardian:

Salem Lutheranhas partnered with Blackbaud Tuition Management to service your tuition account. They have provided basic demographic information to Tuition Management. Please complete the enrollment process by following the instructions below. Please do this before March 31.

1. **Online Enrollment**

Soon, Tuition Management will send you an email to enroll online.

We recommend you add Tuition Management to your safe contacts, so future emails do not go to your spam file.

The email will be:

|  |
| --- |
| From: [customerservicemessages@blackbaud.school](mailto:customerservicemessages@blackbaud.school).  Subject: *School Name: Setting up your account with Blackbaud Tuition Management* |
| Dear Parent or Guardian:  We are pleased to introduce the tuition management service that Salem 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**](https://enroll.blackbaud.school)**.**   |  | | --- | | When your enrollment is complete, you will receive a confirmation email from Tuition Management. | | If you have any questions regarding this process, please contact our Parent Help Center at (888) 868-8828.  Sincerely,  Blackbaud Tuition Management | |

1. **Registration**

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

1. **Section 1 – Who will pay?**

Review the parent, guardian, or billpayer’s contact information.

Please include BOTH parents or anyone who may call about the account. Our Parent Help Center is only able to speak about the account with the individuals who are listed.

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

1. **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.

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

Review the payment plans offered by your school and then choose one. Your school determines which plans are listed; Tuition Management can't change the plans listed.

Select your preferred payment method and due date from the options offered by your school.

1. **Section 4 – Submit**

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

1. **Section 5 – Confirmation**

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

If you have any questions, please contact our Parent Help Center at (888) 868-8828.

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

Sincerely,

Blackbaud Tuition Management