



# LANSING CHRISTIAN SCHOOL

Dear Parents,

**Variable Tuition** is available for families with Kindergarten through 12th graders. Variable Tuition is the school's need-based tuition assistance program that allows families to apply for reduced tuition that is right for their families' individual financial situation.

The application and supporting documents are **due March 1, 2023**.

We also have Pilgrim Scholarships available for students that will be in grades 1-12. These scholarships are based on their abilities, activities, qualities and family's financial situation. These scholarships are also due March 1, 2023. See the [LCS website](#) for more information and an application form.

**To access the variable tuition application:**

Similar to last year, we use Blackbaud Financial Aid Management (formerly named Smart Aid) to collect information needed for your variable tuition calculation. The link to the website is <https://studentfinancialaid.blackbaud.school>

**If you applied for Variable Tuition last year:**

Your username and password will be the same as it was last year. This username and password is not the same as your Tuition Management (Smart Tuition) username and password unless you intentionally set them up the same.

**If you did not apply last year you will need to create your account:**

Please visit <https://studentfinancialaid.blackbaud.school> and create your account by entering your primary email address as your username. (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. 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. [Click here](#) for section-by-section Blackbaud Financial Aid Management instructions.

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.

Our School ID is:  
14090  
Lansing Christian School

**Submitting Documentation**

The Variable Tuition Application with Blackbaud Financial Aid Management should be based on your current income and expenses. However, for the required supporting documentation you may use either your 2021 tax returns and W-2's or your 2022 tax returns and W-2s through March 1, 2023 deadline. The paycheck stubs that you submit will need to be your most recent pay stub regardless of which return you use.

Documentation should be submitted at the time the application is completed. Application IDs from Blackbaud Financial Aid Management must be included on all documents. Failure to include your ID will delay processing of your application. 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.

Check off the "Document Cannot be Provided" box if you are unable to provide a document. Doing so will enable your application to continue on with the review process. Email follow up will be made if missing documents are flagged as required. If you checked the "Document Cannot be Provided" box, submit a Special Circumstance Letter indicating which document(s) you are unable to provide and why.

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

**For Assistance with the Application:**

Contact Blackbaud Financial Aid Management Information

- Phone Support: (800) 360-8027
- Email Support: [financialaidsupport@blackbaud.school](mailto:financialaidsupport@blackbaud.school)

**Notification of Variable Tuition**

Once your Blackbaud Financial Aid Management application is submitted, Lansing Christian School will determine your level of variable tuition based on the information you supplied. The school will notify you within 15 business days of your submission what your variable tuition is for the 2023-24 school year. Applications will not start being reviewed until late January and Variable Tuition amounts will start to be communicated early February.

Sincerely,

Mary K. Dunsmore, CPA  
Director of Business and Finance  
[mdunsmore@lansingchristianschool.org](mailto:mdunsmore@lansingchristianschool.org)