



Holy Trinity Catholic School

2026-2027 Financial Aid Application Guide

To apply for financial aid for the 2026-2027 school year, follow these simple steps:


- ✓ **School ID:** 13301
 - ✓ **School Name:** Holy Trinity Catholic School
 - ✓ **Application Code:** HTrinityCP
 - ✓ **Eligible Grades:** All Grades (Preschool is not eligible for Bishop's scholarships but may qualify for other school or parish grants.)
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 **Application Fee: \$30**

 **Required Documentation (for each employed/self-employed parent):**

Submit these documents to ensure your application is processed:

- Recent paystubs
- 2024 W-2 forms from all jobs
- 2024 filed federal tax return (1040, 1040A, 1040EZ with all schedules). **Note:** 2025 tax returns will be required after 4/15/26.
- Business tax returns (if applicable): 1120, 1120S, 1065
- Supplemental income documentation (if applicable): Social Security, Welfare, Child Support, 1099-M, Unemployment, Veterans Benefits, etc.

 **Special Circumstance?** If you cannot provide any of the required documents, upload a “Special Circumstance Letter” explaining why.

 **Application Rollover**

If you applied for financial aid last year using Blackbaud Financial Aid, your account will roll over.

- **Same Username & Password:** Your information will auto-fill. Review and update as needed.
 - **Application ID:** Your ID remains the same except for the first two digits (indicating the new school year).
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✨ Creating Your Account

1. Visit studentfinancialaid.blackbaud.school.
 2. Use your primary email address as your username.
 3. Look for a **verification email**—click the link to activate your account. (*Without verifying, you won't be able to log in or reset your password.*)
 4. You'll receive a **unique Application ID**—keep it for reference.
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✉ Submitting Documentation

- Upload documents when completing your application.
 - Select the correct document type from the dropdown menu on the “Documentation” tab.
 - Application status will change to “Documents Received” once uploaded correctly.
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SOS Need Help?

- **Phone Support:** (800)-360-8027
 - **Email Support:** support@studentfinancialaid.blackbaud.school
 - **Live Chat:** Once logged in, click the icon in the lower-right corner.
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📣 Notification of Financial Aid

Once processed, your financial aid recommendation will be sent to the Diocese of Grand Rapids. Final

decisions, including award notifications, will be made by Holy Trinity Catholic School. If you don't receive notification, contact our financial administrator.

📝 Online Application Instructions

1. Household Information

- Enter Parent/Guardian contact details.
- Add all dependents living in your household.
- For college students, select “attending another private school.”

2. Select A School

- Enter **School ID: 13301** or search by name.

- Check the box next to Holy Trinity and select the student(s) applying for aid.
- Choose the appropriate grade and parish status (Parishioner or Non-Parishioner).

3. Income & Expenses

- Enter income from all sources (employment, business, benefits, etc.).
- Include household expenses.

4. Assets & Debts

- List all assets and debts related to your household.

5. Special Circumstances

- If applicable, check the box describing your household situation or select “Other” and explain.

6. Submit

- Select your **Family Code** (Parishioner/Non-Parishioner).
- Agree to the terms and conditions.
- Pay the application fee and submit your application.

? Frequently Asked Questions (FAQs) : **Who should complete the application?**

A: Whoever the child lives with—parent, guardian, grandparent, etc.—should complete the application. Contributions from non-custodial parents or relatives can be included in the appropriate section.

Q: Why do I need to include my spouse’s information if they aren’t legally responsible for my child?

A: Blackbaud calculates household income, which includes all income sources. However, it factors in household expenses as well.

Q: What if I don’t have the required tax documents?

A: Submit the most recent tax information available. If you are missing a required document, submit a “Special Circumstance Letter” explaining the situation.

Q: How will I know if I qualify for aid?

A: Final aid decisions are made by Holy Trinity Catholic School. Contact the school for award notification dates.

Q: Can I edit my application after submission?

A: Once submitted and paid, applications cannot be edited. To make changes, email support@studentfinancialaid.blackbaud.school with your Application ID and requested changes.

Q: Which code should I select at the "Select a School" page?

A: Choose the appropriate **Parish Code** for your parish. If you’re not a parishioner, select “Non Parish.”