

Dear Parents,

We are pleased to present a financial platform, called **“Blackbaud Tuition Management”** for the Children’s Center. This platform is used as both an invoicing and a payment service. To complete your child’s enrollment process, and secure classroom placement you will need to register with “Blackbaud Tuition Management” on-line as soon as possible. Please allow us a few days, after you register with “Blackbaud Tuition Management”, to activate your account and apply billing. Please note, that until we post your first billing due, you will see only zeros listed on your account.

Here are some “Blackbaud Tuition Management” benefits for you:

***New payment processing methods***

- You will be able to pay by check, credit card, or by debiting your checking or savings account.
- You will be able to submit payment by mail, by phone or through a secure website or via mobile apps.
- If chosen, you will be able to set-up auto-bill options for checking/savings account payments.

***Online account management***

- You will be able to edit your profile online, including payment options, etc.
- You will be able to access and print monthly billing details and payment history.
- You will be able to review your payment history, including when your last payment was received.
- Families will be able to include all their students in one account for easier management.

***Flexible billing and reminder options***

- You will be able, with the auto-bill choice, to receive a reminder via e-mail or text of your upcoming payment 10 days before your due date (end of month) or
- You will have the option to receive e-mail or paper invoices 20 days in advance of the due date (end of month).

***Customer service***

- You will have access to “Blackbaud Tuition Management” customer service staff. Through a toll-free number (1-888-868-8828), you can speak with a live agent or do live chat.

This letter of introduction is a first step. “Blackbaud Tuition Management” has created an online enrollment site just for our families.

**Now is the time to sign up with “Blackbaud Tuition Management”! Please see the second page of this letter to begin.**

If you have any questions or concerns, please contact the school at **650-941-5411**.

Sincerely,

**Denize Gray**  
**Director**  
**LAUMC Children’s Center**

**PLEASE USE A COMPUTER OR LAPTOP FOR AN EASIER INITIAL REGISTRATION (SET UP) OF YOUR "BLACKBAUD TUITION MANAGEMENT" ACCOUNT. AFTER REGISTRATION, ACCOUNT AND PAYMENT INFORMATION ARE EASILY ACCESSIBLE BY THE "BLACKBAUD TUITION MANAGEMENT" PHONE APP.**

1. **BEGIN.** Visit the school's family enrollment site at <https://enroll.blackbaud.school> Click on CREATE A NEW ACCOUNT under "I do not have a Blackbaud account."
2. **CHOOSE "LAUMC Children's Center".** Under "Find your child's institution by school name or school ID", search for us by name or enter our School ID #14411.
3. **WHO WILL PAY?** Enter one parent/guardian as the primary account holder. S/he will be responsible for paying the student(s) charges. Enter the bill payer's contact information. Please be sure to include telephone number and email address, as "Blackbaud Tuition Management" can regularly communicate important information about your account.
4. **WHO WILL ATTEND?** Enter your child's name and select his/her grade (age group).  
**NOTE: If you have more than one child attending the school, add them to the one account. Do NOT register them individually. If you need to add a child, later, please contact the school.**
5. **HOW & WHEN WILL YOU PAY?** Please select the "I want to make 2 payments, July, Feb". Please note, with this selection, your tuition due dates will be due at the end of the month in July and February.
6. **IS THERE A FEE TO SIGN UP WITH "BLACKBAUD TUITION MANAGEMENT"?** There is an annual administrative fee billed to each family in the amount of \$50.00. This 50.00 charge does not go to the Children's Center, it is a "Blackbaud" fee and collected at the time your first payment is due.

**Now select your preferred method of payment: -**

- **E-mail me an invoice for each payment I have due.** Your tuition invoice will be emailed approximately 20 days before the due date (end of month). Payments can be made by check or money order payable to "Blackbaud Tuition Management" ("Blackbaud" does not accept cash payments). The "Blackbaud Tuition Management" Payment Processing Center mailing address will be included in your invoice statement. Payment may also be initiated from your bank or financial institution. Please note that your financial institution may not electronically transfer the payment to "Blackbaud tuition Management". We recommend checking with them. If they are not signed up to do an electronic transfer with "Blackbaud Tuition Management" they will process and mail a check on your behalf. To ensure payment is received on time, set up your online bill pay to occur 7-10 days before your bill's actual due date (end of month).
  - **Non-recurring Credit Card and/or Auto-debit.** Via the enrollment portal, you will select "Send me an invoice for each payment I have due." As noted above, your tuition invoice will be e-mailed approximately 20 days before the due date (end of month). By selecting this option, you will have the choice to mail-in a check (Blackbaud Tuition Management Payment Processing Center, mailing address will be included in your invoice statement) or make a 1-time manual credit card or bank debit payment. With this option, your payments will not be set-up for auto-recurring.
  - **Automatically debit my bank account.** If an automatic debit from a checking or savings account has been selected, e-mails are sent approximately 10 days before your scheduled due date (end of month) and will contain the debit amount.
  - **Automatically charge my credit card/debit card.** If an automatic charge to your credit card/debit card account has been selected, e-mails are sent approximately 10 days before your scheduled due date (end of month) and will contain the charge amount. Visa, MasterCard, Discover, or American Express cards are accepted.
7. **SUBMIT.** Review "Blackbaud Tuition Management" terms and conditions. Click SUBMIT ENROLLMENT to complete your online enrollment. A confirmation page will display, and a confirmation e-mail will be sent to you.