



Parent Re-enrollment Procedure on Blackbaud

1. [Log into your Blackbaud account](#) with your personal email (both parents will need to do this separately). We recommend logging in on a desktop or laptop computer instead of a cell phone.
2. Click on the **yellow** banner – “**1 Enrollment Contract to Review**” (It will say more than 1 if you have more than one child re-enrolling for next year)
3. Click “Review”
4. Agree to eSignature Acknowledgement
5. It will ask – “Do you have an existing Tuition Management account with Oak Hill Academy?”
All returning families must click:
“Yes, I already have a Tuition Management account with Oak Hill Academy”
6. **If your tuition account was linked last year, then your tuition account should appear. Therefore, you do not need your username and password for Tuition Management.** However, if you do not see your account, you might have to enter your username and password for your [Tuition Management account](#)
If you do not know your username or password, you can click on “Forgot Tuition Management username or password”. However, you will need your Family ID to retrieve your username or password. Your Family ID can be found on past emails and invoices that you have received from Blackbaud Tuition Management. You can also reach out to OHA’s Business Office (732) 530-1343 x5 and they can look up your Family ID and username. (The Business Office does not have access to your password.) Alternatively, you can reach out to Blackbaud’s Help center at (888) 868-8828.
7. Initial where indicated
8. You will then:
 - See the Tuition and School Fee for the year
 - Select a Payment Plan and Method
 - Review Terms and Conditions
 - Sign on Signature Page
 - Review everything
 - Accept
9. The next thing you will do is pay the Enrollment Deposit. You will see the Blackbaud Tuition Management Administrative Fee of \$56 added to the amount due unless you picked the “One Payment Plan” (due 5/1/25). The administrative fee is waived in this case. (The admin fee is only charged once per family.)
Please be aware that Blackbaud will be adding a platform fee to your payment. If you are paying with a credit card, the platform fee will be 3.12%. The Platform Fee for ACH payments will be 1% + \$.30 per transaction, with a maximum of \$2.50 per transaction.
After you pay the deposit, please make sure you go to the end to submit the contract.
10. You will also see in the **yellow** banner – “**1 Checklist to Review**” (if you have more than one child enrolling, it will say the number of children you have to review)

Click on the Checklist to Review

You will see the Transportation Form and Individual Pupil Request for Loan of Textbooks form. You can download the forms and either upload them back to the checklist or hand them into the office directly.