



TUITION MANAGEMENT UPDATE | June 13, 2024

24-25 UPDATED TUITION & FEES POLICY

- A revised 24-25 Tuition & Fees Policy has been uploaded on your school's website and in TADS Enrollment, which includes a formal policy outlining procedures for managing multiple failed payments. Please feel free to reach out to me or your Regional Superintendent if you have any questions regarding the updated policy.

24-25 BLACKBAUD ACCOUNT ACTIVATION

- As of today, **7,479 families (9,716 students)** have received their Blackbaud tuition welcome letters for the 24-25 school year. 24-25 Blackbaud tuition accounts have been set up for an additional 248 students to date and will be activated in the coming weeks, based on the first payment billing month for the school.
- As additional students enroll at your school throughout the Spring and Summer, TMO will work to get the Blackbaud accounts set up as quickly as possible. Please keep in mind that it takes approximately two weeks to activate a tuition account once a family enrolls in TADS and pays their registration fee.
- Please remember that families must have completed the enrollment process and paid the registration fee in TADS for all of their children to have a Blackbaud Tuition account set up.
 - **Blackbaud tuition accounts will not be set up if:**
 - ✓ All students in the household are not enrolled (or are notated as withdrawn or not attending in TADs Enrollment)
 - ✓ All students in the household have not paid their registration fees **IN FULL**
 - ✓ A sibling in the household is on **HOLD** in TADS Enrollment
- Students who are **ENROLLED** in TADS but have not paid their registration fee or their registration fee payment has failed **will NOT** have a Blackbaud account set up. TMO will continue to provide you with a list of impacted students/families throughout the spring/summer to reduce any Blackbaud Tuition account delays. **Blackbaud Tuition account delays may result in shortened payment plan cycles for families (e.g., families will only have nine months to pay their annual obligation instead of ten), causing their monthly payments to be higher.**
- The withdrawal form for 24-25 tuition account adjustments will not be required until August 1st.

CREDIT BALANCES

- In some cases, adjustments made to accounts have resulted in credit balances. Credit balances will be transferred to 24-25 Blackbaud accounts once they are activated, and TMO will work with each school to ensure that happens in a timely manner. If the family is not returning in the Fall (e.g., the only student on the account is in 8th grade), a refund can be issued to the family through our normal Blackbaud refund process. Refunds must be approved by the Principal and submitted to the Tuition Billing Coordinator for processing.

24-25 EMPLOYEE STUDENT DISCOUNTS

- As we set up billing accounts for the 24-25 school year, we want to ensure all eligible employees receive their Employee Student Discounts before their tuition bill is due. As always, we require employment confirmation from the employee's Principal in order to add the discount to the tuition account.
- If a family received an Employee Student Discount in the 23-24 school year, they have received an email through Blackbaud with the verification form for the school's Principal where the teacher is employed to complete. Instructions on how to return the form to the Tuition Management Office are included in the email.



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- Please send requests for any new Employee Student Discounts to Patrick McCullough (Patrick.McCullough@archny.org), and he will arrange for the corresponding document to be sent.
- Please keep in mind that we can only apply Employee Student Discounts to tuition accounts at regional schools.

IRIS ALERT SUGGESTION

- We all know that making tuition payments is not on parent's radar during the summer months. To reduce missed payments and family frustration, consider setting up IRIS alerts for your families on the following days:
 - ✓ A week BEFORE the first tuition payment is due.
 - ✓ Early August reminders that all withdrawal notices must be received by August 15th to have all tuition obligations cleared for the 24-25 school year.

SCHOOL SUMMER HOURS

- We understand that school offices may be short-staffed or even closed on certain days over the summer. Please use the Google Form (linked below) to let us know what the summer hours are for your school, so we can most effectively support you throughout the summer months:
https://docs.google.com/forms/d/e/1FAIpQLScPfnantcBNaOLKDPPbWaCTZM4C_wnlwLh1hoWDDrr3kHWt_Q/viewform?usp=sf_link

23-24 TUITION DELINQUENCY MANAGEMENT

- We appreciate your continued diligence in monitoring your aging reports and taking the appropriate action(s). **Tuition collection remains vital to our ongoing sustainability.** Final tuition billing has occurred for all schools, and this last school week is a critical time to address past-due balances with your families.
- **Please focus on Kindergarteners and 8th grade students with past due balances.** As we all work with families to resolve their past due balances, it is important we all stay on message as to consequences for Kindergarteners and 8th graders with outstanding balances by the end of their May billing cycle.
 - ✓ No participation in school trips
 - ✓ No attendance at the 8th grade dance
 - ✓ Prevented from walking at graduation ceremony
 - ✓ Diploma, report card and school transcript will be withheld; this is the most important consequence as high schools will require the transcript for course placement.

GUIDELINES FOR COLLECTING 23-24 PAST DUE BALANCES

- Our tuition policy clearly states that all prior balances must be cleared in order for a student to begin a new school year. Kenny Marrero, along with myself and your Regional Superintendent will work with you throughout the summer to address remaining 23-24 past due balances for families who wish to return to your school in September.
- Our goal is to reduce all balances to zero prior to the end of the fiscal year (8.31.24). Guidelines have been established to allow for certain exceptions; specifically, for balances \$1,000.00 or less for families who have NOT transferred balances in the past. Please see the chart below for a summary of the guidelines.



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Balance Size/Past History	Strategy
Past Due Balance < or = \$1,000.00 AND family did NOT have balances transferred from 22-23 to 23-24	Address balance throughout summer; TMO can transfer balances to 24-25 account upon review with Principal. Balances will be spread across six months of billing (September-February).
Past Due Balance > \$1,000.00 AND family did NOT have balances transferred from 22-23 to 23-24	Address throughout summer to bring balance to \$1,000 or less. If successful, TMO can transfer balances to 24-25 account upon review with Principal. Balances will be spread across six months of billing (September-February). If balance is not reduced to \$1,000 or less, do not re-admit.
Past Due Balance = any amount AND family DID have balances transferred from 22-23 to 23-24	Address throughout summer to bring balance to \$0; if balance is not reduced to \$0, do not re-admit. Exceptions will require approval from Regional Superintendent and TMO Director.

- The decision to not re-admit a student is difficult. However, analysis shows that over 50% of families who transferred balances currently have higher past due balances today than were originally transferred. Continually delaying full payment is not fiscally responsible for the family or the school, and certainly not fair to the many, many families who sacrifice to meet their entire tuition obligation, which is why significant balances will not be transferred for a second year.
- Continuous attention to past due balances throughout the summer will allow us to re-admit the majority of families who have past due balances today. Please pay special attention to the students currently on "HOLD" in TADS Enrollment in the 24-25 school year for financial reasons (96 system-wide). Working with these families to finalize outstanding payments is critical to understanding whether they will be returning to school in September. There is still an opportunity to place families with past due balances who have not yet enrolled on HOLD in TADS. This ensures they cannot complete the enrollment process until they satisfy their 23-24 school year tuition obligation.

EMERGENCY TUITION ASSISTANCE - INNER CITY SCHOLARSHIP FUND

- Emergency Tuition Assistance is still available for families experiencing financial hardships in the 23-24 school year! You should have received an e-mail from Inner City Scholarship Fund with the Google referral link and the flyer with the link to send to your families to apply.
- Since October, the Inner-City Scholarship Fund has provided tuition relief to **254 students this school year, amounting to \$181,905.00 in funding**. Applications continue to be reviewed and awarded by Inner City Scholarship Fund. TMO is notified of all awards and will update Blackbaud tuition accounts at the end of each month.
- **The deadline for families to submit their ETA applications is June 21st.** If you have specific questions about the Emergency Tuition Assistance program, please get in touch with Inner City Scholarship Fund at ICSF.ETA@archny.org.

WITHDRAWN WITH BALANCE (WDWB) & SENT TO COLLECTIONS (STC) ACCOUNTS

- If a family withdraws from your school without fulfilling the required tuition obligation, the account will be designated with a status of WDWB (withdrawn with balance). The family will continue to receive monthly invoices and incur late fees until the outstanding tuition is settled.
- Families will receive two reminders regarding their outstanding balance and will have the opportunity to discuss a payment plan with the Tuition Management Office. After receiving a final notice, families have a 30-day window to either clear their balance or establish an approved payment plan with the Tuition Management Office. Failure to address the balance within this timeframe (or solidify an approved payment plan) will result in the deactivation of their tuition account and the student's grade being updated to STC (Sent to Collections). The family's account will then be referred to a third-party collection agency. Once the account is transferred to a third-party collection agency, all payments must



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be made through them.

- Tuition accounts are sent to a third-party collection agency on a quarterly basis.

PAYMENTS MADE AT SCHOOL

- All parents are expected to make tuition payments directly in Blackbaud Tuition Management. Accepting tuition payments at school is not recommended for many reasons, including staff safety. However, we know that the courtesy of accepting a tuition payment at school is sometimes extended for good reason.
- **If a payment is made at school, the school is asked to:**
 - ✓ Photocopy the front and back of all checks and money orders (and keep in your files)
 - ✓ Write the Blackbaud Family ID# in the memo section on the front of the check or money order
 - ✓ Print out the tuition invoice for that family
 - ✓ Mail the check or money order and invoice to Blackbaud - only enclose payments for one family per envelope:

Mail to: Blackbaud Tuition Management, P.O. Box 11731, Newark, NJ 07101-4731

- Encourage parents to keep money order receipts to verify the money order was cashed. Blackbaud Tuition cannot retrieve information on a lost payment without a copy of the payment method.
- **Cash should NEVER be accepted at school for tuition payments or school fees.** If a family insists that they can only pay in cash, please instruct them to utilize the “Pay Near Me” option offered by Blackbaud Tuition.

TMO MANAGEMENT TEAM (FOR SCHOOL USE ONLY)

TMO	TITLE	EMAIL
Dana Sellers	Director	Dana.Sellers@archny.org
Kenny Marrero	Assistant Director of Tuition Operations & Collections	Kenny.Marrero@archny.org
Patrick McCullough	Assistant Director of Systems Integration	Patrick.Mccullough@archny.org
Ashley Guzman	Tuition Billing Coordinator – Manhattan, Bronx, NW Putnam, and USO	Ashley.Guzman@archny.org
Brianna Santiago	Tuition Billing Coordinator – Staten Island, Central Westchester, Rockland, and Dutchess	Brianna.Santiago@archny.org

BLACKBAUD TUITION - DEDICATED SPECIALISTS (FOR SCHOOL USE ONLY)

REGION	SPECIALIST NAME	EMAIL ADDRESS	PHONE NUMBER
Central Westchester Rockland Staten Island	Heather Niven	Heather.Niven@blackbaud.com	856-446-7358
Manhattan Northern Westchester/Putnam Northwest/South Bronx Ulster/Sullivan/Orange	Kelly Castano (Vallejo)	Kelly.Vallejo@blackbaud.com	856-446-7377
Dutchess East/Northeast Bronx	Kyle Nitti	Kyle.Nitti@blackbaud.com	856-446-7425

We ask that you do not publish our contact information or direct parents to our office. Please direct parent inquiries to the **GRSS Parent Help Line: 646-794-3318**. (Support is offered in both English and Spanish)