



Enrollment and Re-Enrollment Agreements 2018/2019

Dear Parents:

The 2018/2019 Enrollment and Re-Enrollment Agreements and School Notices have been published in our integrated management system, Blackbaud.

- Please sign into your Blackbaud account to view and sign the contracts, as well as select a payment plan for your child's tuition. If you have not signed in yet, please follow the instructions from the Blackbaud introduction letter.

You can access the contract from a yellow notification banner that appears across the top of your Blackbaud screen or from the Files and Forms menu located in the drop down list that appears under your name (account) on the top right of the screen.

As you review and submit the contract, you will see different statuses on the Files and Forms page:

- Review appears if the contract has not been viewed by anyone.
- Continue appears if at least one parent has begun to review the contract.
- Completed appears after the contract has been signed and submitted.

All responsible signers are required to log into their individual Blackbaud account to sign the contract before it can be submitted. After you have submitted the contract, you can print a signed copy of the contract from Files and Forms.

- Smart Tuition is integrated into Blackbaud and once you start the process of signing for the first contract, you will be asked if you have an existing Smart Tuition Account with the German International School New York. If that is the case, you will be asked to enter your Smart Tuition username and password in order to merge the two accounts and then continue to the contract.

However, if you do not already have a Smart Tuition account, one will be created automatically.

- Families who are signing for more than one child will be asked to add the additional child to the already existing/just created Smart Tuition Family Account by clicking "Continue to contract". Each family needs only one account. Please do not create a second Smart Tuition account for each additional child.
- Once the Smart Tuition account has been merged with the Blackbaud account and activated by the school, you will receive a welcome letter from Smart Tuition and shortly after that you will be able to access your Smart Tuition account directly from a link on your Blackbaud resources page. At this point, you will have the option to share the Smart Tuition invoices via E-Mail with a 3rd party payer.

Please feel free to contact us if you have any questions,

Your GISNY Administrative Team