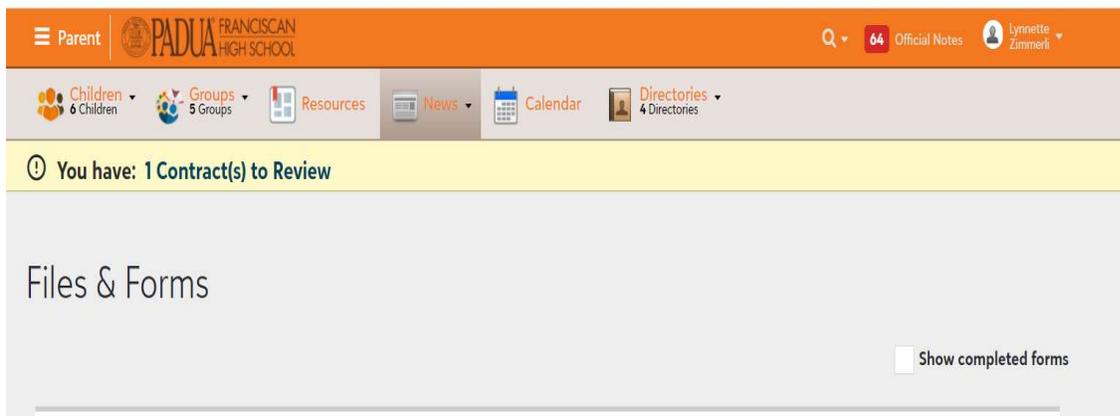


## Padua Franciscan High School Financial Policy Instructions

Families are required to complete a Financial Policy form for each student every school year. The form is made available through our MyPad platform and will enroll (reenroll) you in your selected payment plan.

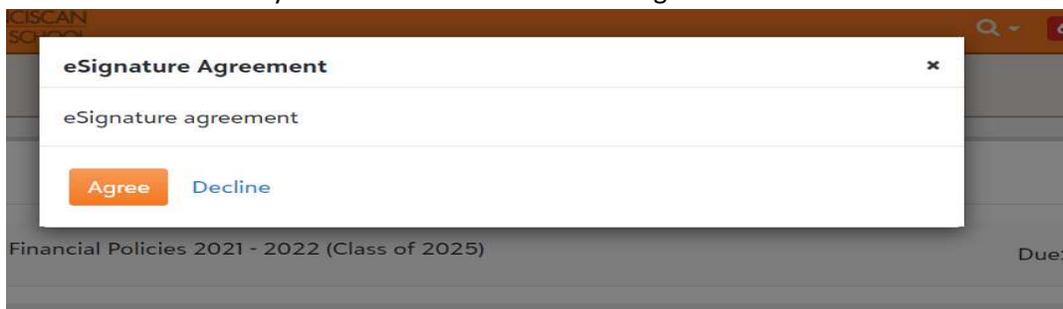
1. When the form is available, you will receive an email from:  
Ann-Marie Dipaolo <paduafranciscan@myschoolapp.com>
2. Click on the email link and it will take you to the MyPad login page
3. Log into MyPad using your parent login credentials (you will not be able to access the form through a student login)
4. You will see the following message:



5. Click on the phrase “1 Contract(s) to Review” and you will be taken to the following screen:



6. Click on “Review” and you will be taken to the following screen:



7. Please click on “Agree” to accept the task. Please note this is to allow you to complete and review the form **ONLY**. You will be asked to sign electronically and submit at the end of the process. You will be taken to the following screen:

The screenshot shows the Parent Portal interface for Padua Franciscan High School. At the top, there is a navigation bar with 'Parent' and the school logo. Below that, there are menu items for 'Children' (7 Children), 'Groups' (5 Groups), 'Resources', 'News', 'Calendar', and 'Directories' (4 Directories). A yellow notification bar at the top of the main content area says 'You have: 1 Contract to Review'. The main content area is titled 'Financial Policies 2022 - 2023 (Class of 2026)'. It contains a question: 'Padua Franciscan High School uses Tuition Management to handle deposits and tuition payment. Do you have an existing Tuition Management account with Padua Franciscan High School?'. There are two radio button options: 'Yes, I already have a Tuition Management account with Padua Franciscan High School' and 'No, I do not already have a Tuition Management account with Padua Franciscan High School'. The 'No' option is highlighted in yellow. Below the options is a blue information bar that says: 'A Tuition Management account will be automatically created when you submit this Contract. Please click continue below to proceed.' At the bottom of the form, there is an orange button labeled 'Continue to Contract', which is also highlighted in yellow.

8. **If you are new to Padua Franciscan High School**, select “No, I do not already have a Tuition Management account with Padua Franciscan High School” --OR-- **if you have a student(s) currently enrolled for 2025/26 school year**, select “Yes, I already have a Tuition Management account with Padua Franciscan High School” .
9. Please note that Blackbaud Tuition Management (BBTM) does assess fees on monthly payment plans that vary with your selected payment method:
- For credit or debit card payments, the fee is 3.12% of the payment amount
  - For ACH bank transfer payments, the fee is 1% of the payment amount, plus \$0.30, but not to exceed \$2.50
  - Follow-Up Fee: If your account becomes past due, BBTM will contact you via e-mail and text message (if you have opted-in to receive text messages) about your account. Your account will be charged a fee of \$40.00
  - Returned or Failed Payment Fees: A fee of \$30.00 will be assessed for each failed ACH or returned check

10. Next, click on "Continue to Contract" and you will be taken to the following screen:

**You have: 1 Contract to Review**

### Financial Policies 2022 - 2023 (Class of 2026)

[Financial Policies](#) [Review](#) [Deposit](#) [Confirmation](#)



**Grace Assisi**  
Entering Year: **2022 - 2023** Grade: **9th Grade** Date of birth:

Expenses	
Tuition (before financial aid & scholarships)	\$13,550.00
<b>Total Expenses</b>	<b>\$13,550.00</b>
<b>Total Due</b>	<b>\$13,550.00</b>

11. Select a payment plan (Payment in full, 11 payments (Jul-May), 10 payments (Aug-May)):

### Manage Billing Information

**Account Holder & Billing Address**

**Email Address**

**Home Phone Number**

**Mobile Phone Number**

**Language**  
No language present

**Select a Payment Plan & Method**

**Payment Plan Options \***

Annual - July

10 Month

11 Month

12. Electronically sign the form (only one signature required) and select "To Review"

**Withdrawal from Padua Franciscan High School:**

1. A student is considered enrolled until a Notification of Withdrawal form has been completed in the Registrar's Office.
2. The date of the Notification of Withdrawal will be considered the official date of withdrawal from Padua Franciscan High School.
3. Withdrawals after July 8<sup>th</sup>, but prior to the first day of school, will be charged \$600.
4. **In the event of a student's withdrawal from Padua Franciscan High School after the school year has begun, tuition is charged for each quarter the student is enrolled.**
5. Financial aid, scholarships and/or other tuition reductions will be forfeited for those students withdrawing from Padua Franciscan High School prior to the start of school. If the student withdraws after classes have begun, financial aid, scholarship and/or other tuition reductions (excluding the prepay discount) are forfeited pro-rata on a quarterly basis, unless otherwise specified by the source of the reduction. The prepay discount is forfeited in its entirety if the student withdraws.
6. If a student withdraws leaving behind a financial obligation, report cards, interim grades, transcripts, diplomas, and athletic releases will be withheld until the debt is satisfied.

I have read and agree to the stated financial policies of Padua Franciscan High School as outlined above.

Signature  Date

This form must be signed and Registration Fee (\$150) and Deposit (\$600) remitted to the Business Office by May 15, 2022. If the signed form is not received, the student's schedule will be withheld.

[To Review](#)

13. After you have completed your review you will be asked to pay your enrollment fee. You may either remit your credit card payment through the portal at this time or select "In School Payment" to remit a cash or check payment directly to the Business Office.
14. Finally, you will "Submit" the completed form.

**You have: 1 Contract to Review**

### Financial Policies 2022 - 2023 (Class of 2026)

Financial Policies | Review | **Deposit** | Confirmation

<b>Deposit</b>	
Enrollment Deposit	\$600.00
<b>Total Due</b>	<b>\$600.00</b>

Payment Options \*  
In School Payment

Instructions for In school payment. Cash or check payments can also be mailed to the business office. Padua Franciscan High School, Attn: Business Office, 6740 State Road, Parma OH 44134

[Submit Contract](#)

15. Upon successful completion you should receive a confirmation email from: Padua Franciscan High School [paduafranciscan@myschoolapp.com](mailto:paduafranciscan@myschoolapp.com)
16. You will also receive a confirmation from [customerservice@blackbaud.school](mailto:customerservice@blackbaud.school) confirming your payment plan selection
17. Please feel free to contact the Business Office directly at 440-845-2444 x105 with any questions or issues.