



Re-Enrollment Process

2021-2022

Re-enrollment for Our Lady of Mercy School

Thank you for your continued interest in Our Lady of Mercy Catholic School for your family! We appreciate your decision to re-enroll for the 2021-22 school year and we look forward to having you with us for another school year!

The re-enrollment period for the 2021-22 school year is now open. The final deadline to re-enroll is January 22, 2021.

The re-enrollment fee is \$275 per student.

We ask that you read the important information below **BEFORE** you begin.

Changes to Re-Enrollment

Our Lady of Mercy School will be utilizing Blackbaud as our new communication platform for the 2021-22 school year. The first step in this transition is utilizing Blackbaud and Smart Tuition for the processing and collection of re-enrollment, tuition, and fees. We will no longer be utilizing Gulf Coast Bank or collecting checks or cash in person. The tuition and fees can be found on our website [here](#). To further streamline our processes, during the re-enrollment period, you will also select your tuition payment plan. Please see the steps below to complete re-enrollment:

1. Log into your [Blackbaud account](#) using your email address that is on file with the school as your username. If you are not sure which email address is on file, please contact our Database Manager, Lizzi Canady at lcandya@olomschool.org.
2. You will then see that you have "Contracts to Review". Please click review for each of your student's contracts. After clicking "review" next to your student's contract, you will be asked if you have an existing Tuition Management account. If this is your first time logging in, please click "no" and follow the prompts. Going forward, you will select "yes" and then enter your username and password.
3. When you review your contract, you will select your tuition payment plan for the year. Funds for tuition will not be drafted from your account until May 1st (July 1st if you select the 10 month payment plan). Upon the completion of your contract, only the re-enrollment fee of \$275 per student will be drafted from your account.
 - a. If you would like to change your bank account after remitting your re-enrollment fee, please log into your Blackbaud account, select "Resources", and click the "Smart Tuition" tile.
 - b. The details of tuition and fees as well as payment plan information can be found on our website [here](#).
4. Once completed, you will receive an email confirmation.

Please note that per our tuition refund policy, re-enrollment fees are non-refundable.