



Georgia Military College- Prep School
School Year 2024-2025
Scholarship Application Instructions for Returning/New Families

Priority Processing Deadline to Submit Application and Required/Supporting Documentation is **November 17, 2023**

In order to be considered for scholarship funding each school year, all families (returning and new) **MUST** create a new Blackbaud Financial Aid online scholarship application, along with required documentation by the stated deadline.

Click the Smart Aid Application link to begin the scholarship application:

<https://studentfinancialaid.blackbaud.school/>

Returning Families- Application Rollover

If your family created a Blackbaud Financial Aid account in a prior year, your application will automatically roll over into the next school year. Your username and password will remain the same, as well as your application ID number (with the exception of the first two digits indicating the school year). The Parent/Guardian and Dependents section of the application will be auto-filled, families **MUST** update/confirm their current address, contact information, and dependent information.

New Families- Creating Your Account

Please create your account by entering your primary email address as your username. Blackbaud will use this email address to contact families in the event your application is "on hold" for missing documentation. Once your username and password are created, a verification email will be sent to your family. In order to begin the online application, families **MUST** complete the verification steps outlined in the email. Please check your email and click the verification link. The system will require users to create a password.

School Information:

School Id: **13049**

School Name: **Georgia Military College-Prep School**

Contact Information:

- Phone Support: **(800)-360-8027 (Weekdays- 7 am to 11pm; Weekends- 9 am to 5pm)**
- Email Support: financialaidsupport@blackbaud.school.

Application Process:

Section 1 – Household Information

Parent/Guardian: Enter the parent or guardian's contact information. Dependent: Enter all dependents that live in the household. For dependents in college, select the "attending another private school" status option.

Section 2 – Selecting a School

Enter the school's five-digit code (**13049**) or name in the search box. Make your selection by checking the select check box. Once a school is selected, then select the student(s) applying for aid. Next select the upcoming grade for the student, student code (if applicable), and expected tuition (if applicable) for the upcoming year. Clicking "next" after each section will allow you to move on to each subsequent section.

Section 3 – Income & Expenses

Enter any income the household receives; employment, business or supplemental. If the work status is selected as 'employed', 'self-employed', 'unemployed, receiving benefits', or 'disabled, receiving benefits,' please enter this income source in the appropriate section before moving through the application. Please enter all expenses as they pertain to the household.

Section 4 – Assets & Debts

Enter all assets and debts as they pertain to the household.

Section 5 – Special Circumstances

Check off any special circumstance pertaining to the household. If no option available best describes the household's circumstance, please check 'other' and describe the situation. This information is confidential and will only be available to designated School Administration and Blackbaud Financial Aid staff.

Section 6 – Submit

Agree to Blackbaud Financial Aid's terms and conditions, then click SUBMIT to complete the online application. Supporting/Required documentation must be uploaded when the online application is submitted. **Failure to comply will result in scholarship not being considered.** If your family needs assistance uploading the documentation, please stop by GMC's Resource Management Office located in Parham Hall, and we will gladly assist your family.



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Required Supporting Documentation

Applications submitted without documentation will not be processed. Financial Data is confidentially maintained by Blackbaud Aid.

- **2023 Current Year** pay stubs.
- **2022** W-2 forms for all jobs.
- **2022** filed tax return: 1040, 1040A, 1040EZ with all schedules.
- **2022** filed business tax return: 1120, 1120S, 1065 (if applicable).
- Supplemental income documentation: Social Security income, Welfare, Food Stamps, Child Support, 1099-M Forms, Worker's Compensation, Unemployment, Veterans Benefits, Housing Allowance, etc.
- If your family is not able to provide any of the requested supporting documentation, you **MUST** submit a Special Circumstance Letter indicating which document(s) your family is not able to provide and why. This information will be shared with your school for consideration.

Submitting Supporting Documentation

Documentation should be submitted at the time the application is completed. Application IDs must be included on all documents. Failure to include your ID will delay processing of your application. Please be advised each document must be uploaded separately under the appropriate document type in order for your application to automatically move into the review status.

Direct Upload: <https://studentfinancialaid.blackbaud.school/> (login with your username and password)

Notification of Financial Aid:

Once the application is processed, a financial aid recommendation will be forwarded to GMC-Resource Management Office. All final financial aid decisions, including notification of an award amount (if any) will be made by GMC-Resource Management Office. Award notification will be received no later than **April 30th**.

Frequently Asked Questions

Q: Who should complete this aid application?

A: Whomever the child resides with should complete this application whether it is a parent, grandparent, aunt/uncle, or legal guardian. There is a section within the application where contributions from non-custodial parents and relatives can be entered.

Q: Why do I need to input my spouse's information if I am remarried and they are not legally responsible for my children? A: Blackbaud Financial Aid's calculation works off of the total household income, therefore including all income, whether the party is legally responsible for the children or not. Blackbaud Financial Aid's process, takes into account the spouse's expenses as well as their income. It is important to list all expenses that are asked of within the application.

Q: What if I want to edit my application?

A: Once an application has been submitted it can no longer be edited by a parent. However, if changes are necessary a written statement with the change (including the application ID), should be sent to financialaidsupport@blackbaud.school/.

**Questions concerning Scholarship Awards must be directed to the
GMC-Resource Management Office**

studentAR@gmc.edu

(478) 387-4847 (Option #1)

Located in Parham Hall

411 S Jefferson Street

Across the street from GMC's South Gate