



Davis Waldorf School

Inspired Learning for the Whole Child

Signing your Contract

Davis Waldorf School Portal

Step 1.

You will receive an email from **Davis Waldorf School** announcing that contracts are available to view and sign in the online Portal.

Questions?

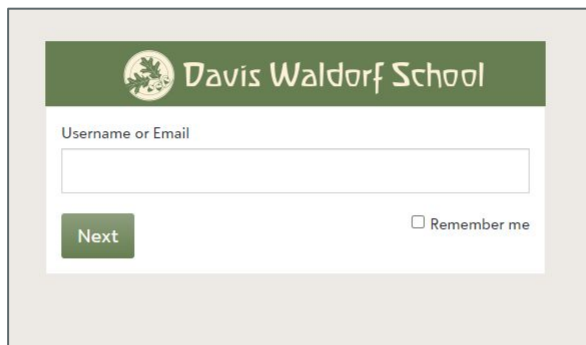
If you are having trouble accessing your Blackbaud account, please contact office@daviswaldor.org.

Step 2.

Enter your email/username on the DWS Portal Sign In Page. Then press next.

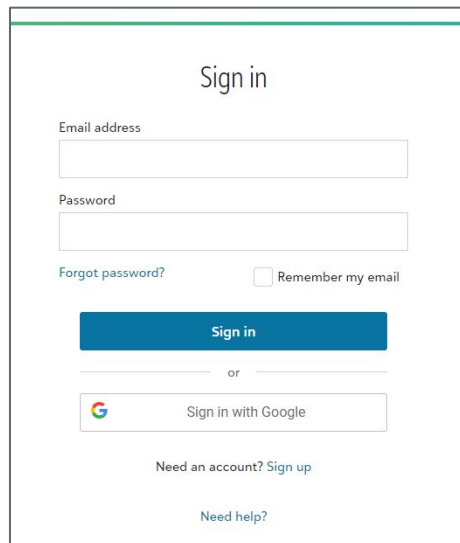
LINK TO DWS PORTAL SIGN IN PAGE:

https://daviswaldorf.myschoolapp.com/app?bb_id=1&svcid=edu&envid=p-rUeGrX-OXUugiZzYrVRybg#login

A screenshot of the Davis Waldorf School sign-in page. At the top, there is a green header with the school's logo and name. Below the header, there is a white box containing a text input field labeled "Username or Email". To the right of the input field is a checkbox labeled "Remember me". Below the input field is a green button labeled "Next".

Step 3.

You will be logged in OR this will redirect you to your **Blackbaud Account Sign in page**. Please re-enter your email and password and then click **Sign In** OR select Sign in with Google if your email is associated with a Google account (i.e. gmail).

A screenshot of the Blackbaud Account Sign in page. The page has a white background with a green header. The title "Sign in" is centered at the top. Below the title, there are two text input fields: "Email address" and "Password". To the right of the "Password" field is a checkbox labeled "Remember my email". Below the input fields is a blue button labeled "Sign in". Below the "Sign in" button is a horizontal line with the word "or" in the center. Below the line is a button with the Google logo and the text "Sign in with Google". At the bottom of the page, there are two links: "Need an account? Sign up" and "Need help?".

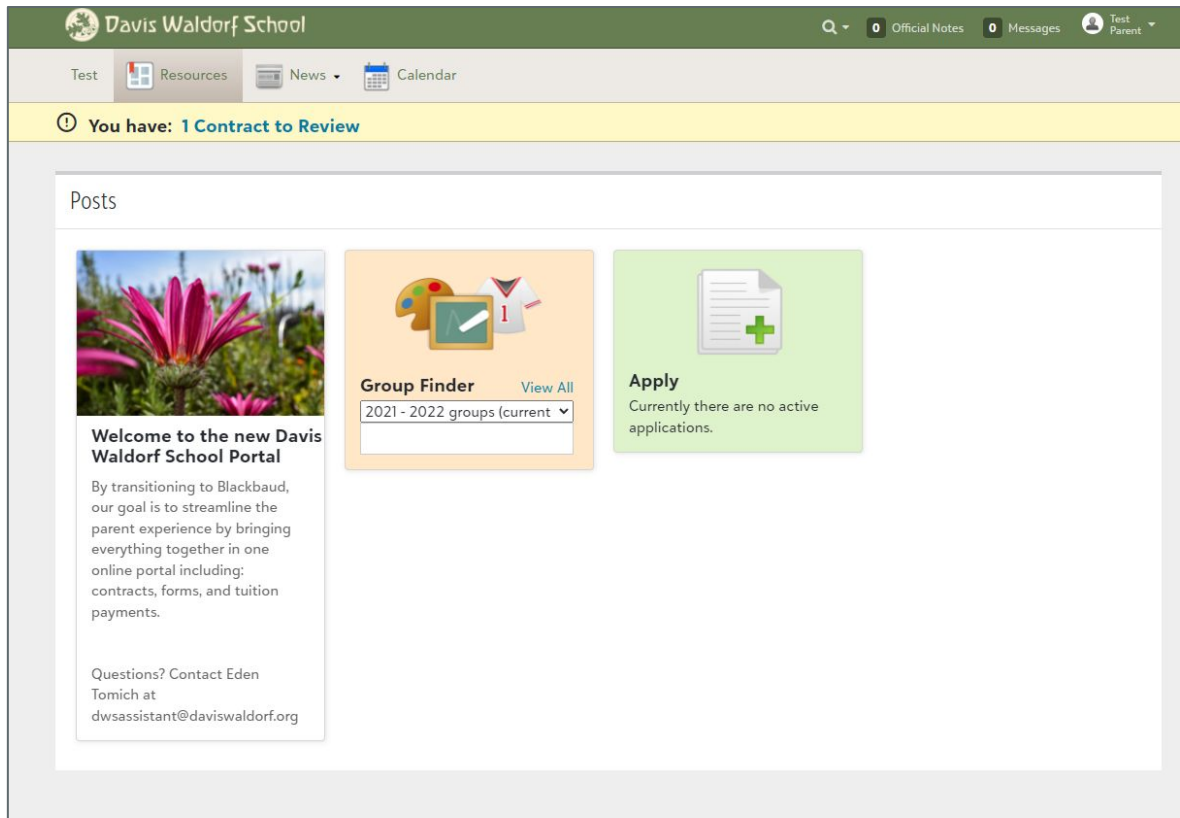
Step 4.

After logging in to your Blackbaud account, you will be taken to the DWS Blackbaud Portal **Resource Page**. Your home page will appear similar to the image to the right. A yellow bar at the top will say “You have: 1 Contract to Review”.

For families with multiple students eligible for re-enrollment, the number of contracts will be different (i.e. 2 or 3 Contracts to Review).

Step 5.

Click on “**Contract to Review**” and you will be taken to the **Files & Forms** section of the portal.



Step 6.

Your **contract(s)** will be listed in a box labeled with: **Student's name files & forms**.
Click **Review** to begin reading the contract.

The screenshot shows the Davis Waldorf School portal interface. At the top, there is a green header with the school's logo and name. Below the header, a navigation bar includes links for 'Test', 'Resources', 'News', and 'Calendar'. A yellow banner indicates 'You have: 1 Contract to Review'. The main section is titled 'Files & Forms' and contains a list of items. The first item is 'Test's files and forms'. The second item is also 'Test's files and forms' and includes a sub-item 'Tuition Management Contract' with a 'Copy of Early Re-Enrollment Contract 2022 - 2023' and a 'Due: 2/16/2022' date. A green 'Review' button is visible next to the contract.

Step 7.


The **Files & Forms** section of the portal can also be accessed by clicking your name in the top right corner and selecting Files & Forms from the drop down menu.

The screenshot shows the user profile dropdown menu in the Davis Waldorf School portal. The menu is open, displaying options: 'Profile', 'Files & Forms', 'Settings', 'Getting Started', and 'Sign Out'. The 'Files & Forms' option is highlighted.

Step 8.

A page will appear asking if you have an existing Tuition Management account with Davis Waldorf School.

As a current family, the answer is **YES**. If you do not remember your Tuition Management account information, please check with the other parent(s)/guardian(s) in your household. **If you are not able to locate your Tuition Management Account information, please email office@daviswaldorf.org BEFORE proceeding with the contract.**

 Davis Waldorf School


Q


0 Official Notes


0 Messages

Test Parent

Test

 Resources

 News

 Calendar

!

You have: 1 Contract to Review

Copy of Early Re-Enrollment Contract 2022 - 2023

Davis Waldorf School uses Tuition Management to handle deposits and tuition payment. **Do you have an existing Tuition Management account with Davis Waldorf School?**

☐

Yes, I already have a Tuition Management account with Davis Waldorf School

☐

No, I do not already have a Tuition Management account with Davis Waldorf School


Continue to Contract

Step 9.

Upon selecting **YES**, boxes to enter your **Tuition Management Account information** will appear.

Enter your username and password for your Tuition Management Account.

Then click **Continue to Contract**.

 Davis Waldorf School

Q

0 Official Notes

0 Messages


Test Parent

Test

Resources


News


Calendar


 You have: **1 Contract to Review**

Copy of Early Re-Enrollment Contract 2022 - 2023

Davis Waldorf School uses Tuition Management to handle deposits and tuition payment. **Do you have an existing Tuition Management account with Davis Waldorf School?**

 Yes, I already have a Tuition Management account with Davis Waldorf School

 No, I do not already have a Tuition Management account with Davis Waldorf School

 Enter your username and password for your Tuition Management account at Davis Waldorf School. Please note that credentials for a Tuition Management account at a different school will not work.

Tuition Management

Username

Password

[Forgot Tuition Management username or password?](#)

Continue to Contract

Step 10.

Upon clicking **Continue to Contract**, you will be taken to the first page of your online contract. Each student has their own individual contract, so families with multiple children will have multiple contracts to review and sign.

After reviewing the DWS Terms & Conditions, enter your initials in the provided space and press **Next**.



The screenshot shows the Davis Waldorf School website interface. At the top, there's a green header with the school's name and navigation links like 'Test', 'Resources', 'News', and 'Calendar'. A yellow banner below the header states 'You have: 1 Contract to Review'. The main content area is titled 'Copy of Early Re-Enrollment Contract 2022 - 2023'. Below the title are several tabs: 'Enrollment and Tuition Agreement' (highlighted in blue), 'Fee Schedule and Payment Plans', 'Review', 'Payment Information', and 'Confirmation'. The 'Enrollment and Tuition Agreement' tab is active, displaying the school's logo and name, 'Davis Waldorf School Inspired Learning for the Whole Child'. Below the logo, there's a section for 'Test Student' with a placeholder for a photo and the text 'Entering Year: 2022 - 2023 Grade: K2 Date of birth:'. The main text of the agreement is visible, starting with 'Davis Waldorf School Enrollment and Tuition Agreement, 2022-2023' and followed by a paragraph explaining the contract's purpose and terms.



This screenshot shows the signature section of the contract. It contains the text: 'Parent(s)/Guardian(s) have read, understood and come to agreement with this Contract and acknowledge that the Parent(s)/Guardian(s) jointly and separately are financially responsible for the total tuition and fees.' Below this text, there is a label 'Test Parent' and a text input field for 'Initials *'. At the bottom left of the section, there is a blue button labeled 'Next'.

Step 11.

On the second page, *Fee Schedule and Payment Plans*, **you will be asked if you have joint or split Tuition Management Accounts (see below). Most families should select NO.**

ONLY select YES if two or more guardians want to pay through *separate*, personal Tuition Management accounts. Selecting YES at this stage will automatically split the tuition total between the tuition management accounts of all responsible signers.

Not sure if you have joint or separate accounts? Email office@daviswaldorf.org.

Early Re-Enrollment Contract 2022 - 2023

Enrollment and Tuition Agreement

Fee Schedule and Payment Plans

Review

Payment Information

Confirmation

i

Joint or split accounts: Will you be splitting payments for this student with someone who is using a separate Tuition Management account?

Yes

No

Expenses

Grade 8	\$14,043.00
Class Fund Fee - Grades 5-8	\$350.00

Step 12.

The second page of the contract will list your full year expenses:

- **Annual Tuition**
- **Enrollment Fee (per family)**
For families with multiple students, only the oldest sibling's contract will include an Enrollment fee.
- **Class Fund Fee**
- **Add'l Fees**

You can also choose to add optional fees like the yearbook at this time.

Copy of Early Re-Enrollment Contract 2022 - 2023

[Enrollment and Tuition Agreement](#) [Fee Schedule and Payment Plans](#) [Review](#) [Payment Information](#) [Confirmation](#)

Expenses	
Kindergarten	\$12,278.00
Class Fund Fee - Kindergarten	\$300.00
Optional Fees	
<input type="checkbox"/> Annual Giving Made Easy, \$100.00	\$0.00
<input type="checkbox"/> Yearbook, \$35.00	\$0.00
Total Expenses	\$12,578.00
Total Due	\$12,578.00
Manage Billing Information	

Step 13.

Select your payment plan and method from the options provided.

An automatic payment method (i.e. credit card or bank account) must be selected/entered at this time in order to finalize your Tuition Management Account set up. You can change/remove this payment method after signing the contract.

Select a Payment Plan & Method

Payment Plan Options *

☒ Annual Tuition

☐ Semi-Annual Tuition

☐ Quarterly Tuition (July, Oct, Jan, April)

☐ 10 Month Tuition

☐ 11 Month Tuition

Payment Method *

-- Select Payment Method --

Automatically debit my Bank Account

Automatically debit my Discover

Automatically debit my American Express

Automatically debit my Mastercard

Automatically debit my Visa

Please enter all required information.

Step 14.

Review the Tuition Management Terms & Conditions and input your **digital signature** at the bottom of the page.

Click **To Review**.

SMART TUITION SECURITY POLICY: Access to your personal and account information is restricted to those employees who need to know that information as part of their job, to service your account, or to provide products and services to you. We maintain physical, electronic, and procedural safeguards that are reasonably designed to guard your non-public personal information. We adhere to the Payment Card Industry Data Security Standard (PCI DSS). The Payment Card Industry Data Security Standard (PCI DSS) is a proprietary information security standard for organizations that handle branded credit cards from the major card schemes including Visa, MasterCard, American Express, and Discover.


Signature Date




Test Parent


Will you be coming to our school next year?

Step 15.

The third page will include all the information from the previous two pages. After reviewing, press **Accept** at the bottom of the page to proceed to the next section.

 Davis Waldorf School Q 0 Official Notes 0 Messages Test Parent

Test  Resources  News  Calendar

 You have: **1 Contract to Review**

Early Re-Enrollment Contract 2022 - 2023

The **non-refundable Enrollment Fee** listed below must be paid prior to submitting this contract in order to secure your child(ren)'s class spot(s). *Enrollment Fees are charged per family and included only on the Contract of the oldest child in a given family.*

Deposit	
Enrollment Deposit	\${Enrollment Amount}
Enrollment Fees	
[Enrollment Fee Name]	\${Enrollment Fee Amount}
Total Due	\${Total Deposit Amount}

Applying for Financial Aid

Step 16.

The fourth page is where you will pay your non-refundable enrollment fee. You can use the payment info currently in the system or enter a different method on this page.

Our school does NOT ask for a tuition deposit and that line item should be listed as \$0.00.

The screenshot shows the Davis Waldorf School website interface. At the top, there's a green header with the school's logo and name. Below it, a navigation bar includes links for Test, Resources, News, and Calendar. A yellow banner indicates "You have: 1 Contract to Review". The main content area is titled "Early Re-Enrollment Contract 2022 - 2023" and features a tabbed interface with "Payment Information" selected. A note states that the non-refundable enrollment fee must be paid before submitting the contract. The form includes sections for "Deposit" (Enrollment Deposit), "Enrollment Fees" (Enrollment Fee Name), and "Total Due". Below these, there's a section for "Applying for Financial Aid" with "Yes" and "No" radio buttons. A "Pay & Submit" button is at the bottom.

Davis Waldorf School

Test Resources News Calendar

You have: 1 Contract to Review

Early Re-Enrollment Contract 2022 - 2023

Enrollment and Tuition Agreement Fee Schedule and Payment Plans Review **Payment Information** Confirmation

The **non-refundable Enrollment Fee** listed below must be paid prior to submitting this contract in order to secure your child(ren)'s class spot(s). *Enrollment Fees are charged per family and included only on the Contract of the oldest child in a given family.*

Deposit	
Enrollment Deposit	[\$[Enrollment Amount]]
Enrollment Fees	
[Enrollment Fee Name]	[\$[Enrollment Fee Amount]]
Total Due	[\$[Total Deposit Amount]]

Applying for Financial Aid

☐ Yes ☒ No

Pay & Submit

Step 17.

After pressing **Pay & Submit**, you will be taken to a confirmation page.

Next Steps

Congratulations! You have secured your child's spot for Fall 2023-2024.

If your family's plans change after signing the Re-Enrollment Contract, you have until June 30th, 2023 to inform the office by written notice (i.e. email) of your withdrawal for the coming school year. Tuition payments for the 2023-2024 school year will begin in July. If the office receives notice of withdrawal after June 30th, 6 weeks of tuition is required.



Further questions can be directed to office@daviswaldorf.org