



Business Office

March 4, 2022

Dear Parents and Guardians,

Thank you for your commitment and investment in providing your daughter with an OLP education.

The Board of Directors has approved a tuition rate of \$21,900 for the 2022-2023 school year. In an effort to help support you in preparing for the year, we have provided information regarding our tuition payment plans, along with policies and deadlines.

Online enrollment for the 2022-2023 school year is through [Blackbaud Enrollment Management](#). Your Tuition Agreement will be available through your [Blackbaud Parent Portal](#) for your review and electronic signature.

**Tuition Agreements and registration fees need to be accepted, signed, and paid electronically through your Blackbaud Parent Portal by Monday, March 14, 2022.**

#### General Information

OLP requires that all tuition, cheer, transportation, and athletic participation fees are paid through FACTS, our third-party tuition management company.

#### Tuition Payment Plans

- **Annual** (those paying in full) – tuition paid in full on either June 5 or June 20, 2022. The FACTS enrollment fee for this plan is \$20.00.
  - The annual tuition payment option is entitled to a 3% discount of net tuition and will be reflected in your FACTS account.
- **Monthly** – payments on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month beginning June 2022 through May, 2023. The FACTS enrollment fee for this plan is \$46.00.

**Note:** *Peace of Mind insurance* is offered by FACTS for only \$22.50 annually. Your daughter's tuition will be paid in full in the case of the death of the FACTS responsible party or his/her legal spouse. Please contact FACTS for more information about this program.

### Blackbaud Enrollment Steps

1. Log in to access your **Blackbaud parent portal** at <https://aolp.myschoolapp.com/> using your usual log-in credentials. *Please note that the financial contract is unable to be viewed through the student login.*
2. If you have not established a Blackbaud log-in or have forgotten your password, please create one by selecting “Forgot Login or First Time Logging In”.
3. Once logged in you may select either the **banner notification** which says “You have one contract(s) to accept” OR you may select “**Files and Forms**” located in the drop down under your user name at the top right corner of your Blackbaud home page. ***This will be viewable starting at midnight on March 5, 2022.***
4. Please **review your agreement and select your payment plan**. Your Tuition Agreement will include tuition assistance and scholarship awards if applicable.
5. You will be prompted to **pay your non-refundable registration fee of \$475.00** and electronically sign your tuition agreement.
6. **Select the “Accept” button** at the bottom left of your tuition agreement page and then the “Thank You” button to continue to your forms portal to print your agreement.
7. New families will need to **establish a FACTS account** using the FACTS link in the Blackbaud Resource board. The login is <https://online.factsmgmt.com/signin/3F91Q>
8. Returning families that have a current FACTS account will be able to access and create a single sign on through the Blackbaud Resource Board.

Your daughter will not be considered enrolled for the 2022-2023 school year until the following is done:

- Completed Tuition Agreement,
- A non-refundable \$475 registration fee is paid,
- Parents/Guardians have established an active FACTS account.

Please contact Mrs. Mary Harris ([mharris@aolp.org](mailto:mharris@aolp.org) or 619-725-9194) in the Business Office if you have any questions about enrollment or payment of your daughter’s tuition.

We are honored to partner with you in the education of your daughter and look forward to working with you in the 2022-2023 school year.

Sincerely,

*Jessica Occhialini*

Jessica Occhialini  
Director of Finance