

Re-Registration for the 2022-2023 School Year

As Mercy plans for the upcoming school year, **families are asked to re-register their daughters by Thursday, February 17**. Before visiting [MercyLINK](#) to submit your daughter's re-registration form and deposit, please review these instructions carefully. Mercy is utilizing a new system, *Blackbaud Tuition Management*, that is integrated with [MercyLINK](#). Your timely response is critical; enrollment is central to vital decisions including staffing, course offerings, and financial aid.

Follow these simple steps for re-registration:

1. To begin, log in to [MercyLINK](#) on the student-parent portal of Mercy's website where you will be asked to review, complete, and electronically sign the contract(s). If you are unsure of how to log in, contact registrar@mercyhs.com.
2. Once you log in, you will see a yellow bar indicating you have contract(s) to accept. Click the yellow bar to begin and select the Re-registration Form and Tuition Deposit to review.
3. You will be asked: 'Do you have an existing Tuition Management Account with Our Lady of Mercy School for Young Women?' **Select NO**. This is our first year using *Blackbaud Tuition Management* at Mercy.
4. You will receive this message:

2022-2023 Tuition and Fees

Tuition and fees are listed below and are valid for the 2022-2023 school year only.

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

- a. **If you are a single family household/will not be splitting payments with anyone, choose NO.**
- b. **If you are a dual family household and will be splitting tuition and fees 50-50, choose YES.**
- c. **If you are in a dual family household and tuition and fees will not be split 50-50, please stop here and contact VP of Finance, Peggy Kenrick at pkenrick@mercyhs.com before continuing.**
5. You will be asked to choose a payment plan and payment method (*see image below*)
 - a. **To avoid credit card processing fees**, you can select 'Automatically debit my Bank Account' and enter your bank routing information.
 - b. **Credit cards and debit cards can be used, but will accrue a processing fee from *Blackbaud Tuition Management*** (currently at 2.8% of the payment made).

Select a Payment Plan & Method

Payment Plan Options *

- Annual Plan
 Semester Plan
 Monthly Plan

Payment Method *

Automatically debit my Bank Account ▼

Payment Due Date *

-- Select a Payment Due Date -- ▼

Account Holder First Name *

Account Holder Last Name *

Bank Account Number *

Bank Routing Number *

Account Type *

-- Select an Account Type -- ▼

6. Please note: the Tuition and Fees listed do not factor in Financial Aid or Scholarship awards. Financial Aid and Scholarship awards will be credited toward your account prior to the payment start date.
7. You will be prompted to submit the non-refundable tuition deposit of \$325, which will be credited toward next year's tuition.
8. While all 'responsible party' references still apply, your contract will be considered complete with **only one parent's initials and signature** (along with submission of the non-refundable deposit that is credited toward tuition due). If you wish to include both/all parents' signatures in the contract, each signer should log in to their own [MercyLINK](#) account to review, initial, and sign the contract BEFORE paying the deposit. **Once the deposit has been paid and the contract is submitted, re-registration is considered complete.**
9. If you are re-enrolling more than one child, you will need to review, complete, and electronically sign each contract separately.

Need help or have questions?

- For help accessing MercyLINK, please contact Information Systems Specialist, Amy Hentschke at registrar@mercyhs.com.
- For help with *Blackbaud Tuition Management* accounts, please contact Blackbaud Tuition Management Customer Support at (888) 868-8828.
- For questions related to re-enrollment, please contact Director of Enrollment Management, Stephanie Wallace at swallace@mercyhs.com.
- For questions related to billing, payments, and tuition management please contact Mercy's Vice President of Finance, Peggy Kenrick, at pkenrick@mercyhs.com.

While the overwhelming majority of families return each year, we understand that circumstances may change. If you have decided that your child will not return to Mercy next fall, please indicate your decision by completing this [brief form](#).

Key Dates:

- February 1: Re-enrollment forms are available in [MercyLINK](#)
- February 17: Re-enrollment forms due

Thank you for your attention to this important matter in anticipation of the start of a new academic year! Please know that we are here if you need assistance – don't hesitate to call us at (585) 288-7120.