



Dear Parents/Guardians,

**Salesian College Preparatory** has partnered with Smart Tuition to service your child's 2020-2021 tuition account. **Payments begin in July 2020.** To enroll online, please follow the instructions below.

**1. ONLINE ENROLLMENT**

Go to: [www.enrollwithsmart.com](http://www.enrollwithsmart.com)

**2. SCHOOL CODE**

Enter and submit your school's code: **10915**

After submitting your school's code, you will be redirected to Salesian College Preparatory's Online Enrollment Form.

**3. SECTION 1 – WHO WILL BE PAYING TUITION?**

Enter the requested parent/guardian/account holder contact information. Be sure to provide your telephone number and email address, as Smart Tuition will send email debit reminders, and regularly communicate important information about your account via telephone and email.

**4. SECTION 2 – WHO IS ATTENDING THE SCHOOL?**

Enter the name and grade of the children who will attend the school.

**5. SECTION 3 – HOW & WHEN WILL YOU MAKE PAYMENTS?**

Your school asks that you pay tuition by automatic deduction. Please enter the banking or credit card information you wish to use for scheduled automatic debit transactions.

Then, select the debit date from the drop down list.

**6. SECTION 4 – WHICH PAYMENT PLAN?**

Review the available payment plans offered by your school and select one. The payment plans listed are mandated by your school and cannot be changed by Smart Tuition without school permission.

**7. PARENT AGREEMENT**

Review Smart Tuition's terms and conditions. Then, select the "Agree" check box and click "Continue" to submit your enrollment form.

You will receive your Username and Password upon completion. Your school will need to review and activate your account before you can access your account online. We will notify you by mail as soon as your account has been activated.

Once activated, you can access your Smart Tuition account at [www.parent.smarttuition.com](http://www.parent.smarttuition.com). Your online account allows you to view balances due, make payments, update your personal information and find answers to commonly asked questions.

Smart Tuition charges an annual fee of \$50 to handle the payment processing and to have 24/7 online and phone availability. If you elect to pay annually or by semester, this fee is waived.

Smart Tuition manages the tuition payment program for your school and follows the policies established by your school. Please note that tuition amounts, tuition aid, scholarships and all other tuition related decisions are made by your school.

We look forward to working with your family and your school in providing convenient options for on-time payments. Our parent help center is available to assist you with questions about your account, 24 hours a day, 365 days a year, at 1-888-868-8828.

Sincerely,

Smart Tuition