

# SMART TUITION

## ONLINE ENROLLMENT INSTRUCTIONS

Welcome! To enroll online with Smart Tuition for the 2015-2016 school year, please follow these instructions:

### 1. ONLINE ENROLLMENT

Visit: [www.enrollwithsmart.com](http://www.enrollwithsmart.com)

### 2. FIND YOUR SCHOOL

Enter your school's name in the search box. Make your selection by clicking the green circle.

### 3. SECTION 1 – WHO WILL PAY?

Enter the parent, guardian, or bill payer's contact information. Please provide your telephone number and email address as Smart Tuition regularly communicates important information about your account via telephone and email.

### 4. SECTION 2 – WHO WILL ATTEND?

Enter the names and grades of the children who will attend the school.

### 5. SECTION 3 – HOW & WHEN TO PAY?

Review the payment plans offered by your school and choose one. The plans listed are selected by your school and cannot be changed by Smart Tuition. Select your preferred payment method and due date from the options offered by your school.

### 6. SECTION 4 – SUBMIT

Review Smart Tuition's terms and conditions. Click **SUBMIT ENROLLMENT** to complete your online enrollment.

### 7. CONFIRMATION

Upon online enrollment completion, a confirmation page will display and a confirmation email will be sent to you.

### ACCOUNT ACTIVATION

Once your school has reviewed and activated your account, you will receive an email with login instructions.

To view your balance, make payments, update your personal information, or chat with a live representative, access your Smart Tuition account at

[www.parent.smarttuition.com](http://www.parent.smarttuition.com).

The Smart Tuition program manages tuition payments and follows the policies established at the school. Decisions regarding tuition amounts, tuition aid, scholarships, and all other tuition related items are made by your school.

We look forward to working with you and your family this year! Our Parent Help Center is always available to assist you. We're open 24 hours a day, 365 days a year. Call us at **(888) 868-8828**.

