

# SMART TUITION

## ONLINE 2019-20 REGISTRATION INSTRUCTIONS

To register your student online with Smart Tuition, please follow these instructions:

### 1. ONLINE 2019-20 REGISTRATION

Visit: [www.enrollwithsmart.com](http://www.enrollwithsmart.com). Enter your existing USERNAME and PASSWORD under the “I have a Smart Login from last year” and click the find my account button. **DO NOT CREATE A NEW ACCOUNT.**

### 2. REVIEW YOUR ACCOUNT

Enter your identifying information and review the account details that you want for the upcoming year.

### 3. SECTION 1 – WHO WILL PAY?

Review the parent, guardian, or bill payer’s contact information. Please verify your telephone number and email address as Smart Tuition regularly communicates important information about your account via telephone and email. Please update the information if necessary.

### 4. SECTION 2 – WHO WILL ATTEND?

Review the names and grades of the children who will attend the school. If you have additional children attending the school this year, you may add them to this section at this time.

### 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 – MAKE PAYMENT

Pay Registration and Tuition deposit (bypass the “enrollment code” – it is for internal use).

### 7. SECTION 5 – CONFIRM

Review Smart Tuition’s terms and conditions. Click [SCHOOL POLICY](#), review full School’s Tuition Agreement. Check  **I AGREE** box. Click [SUBMIT ENROLLMENT](#) to complete your online enrollment.

**Upon 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 [parent.smarttuition.com](http://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 available 24 hours per day. Families can access their accounts to check balances and make payments. Call us at **(888) 868-8828**.

