

SMART TUITION ENROLLMENT INSTRUCTIONS

- 1) Visit: www.enrollwithsmart.com
- 2) Select "Enroll in Smart Tuition"
- 3) Select "Create a New Account"
- 4) Find "St. Dorothy" school and click on the associated green circle
- 5) Section 1: Who will pay?
Enter the parent, guardian, or bill payer's contact information. Please provide your telephone number and email address because Smart Tuition regularly communicates important information about your account via telephone and email.
- 6) Section 2: Who will attend?
Enter the names and grades of the children who will attend the school.
- 7) Section 3: How and When to Pay
Review the payment plans offered and choose one. The plans listed were selected by St. Dorothy School and cannot be changed by Smart Tuition. Select your preferred payment method from the options offered.
- 8) Section 4: Submit
Review Smart Tuition's terms and conditions. Click SUBMIT ENROLLMENT to complete your online enrollment.
- 9) You will then receive confirmation of the submission and a few minutes later receive another confirmation of the entire enrollment and both confirmations will contain your Smart Family ID number. It is a 13 digit number that for the 2019-2020 school year will start off with 133972000 (representing the start of the school year) and end with your 4 digit unique family identifier for example 1339719001234. **Please make sure to write your Smart Family ID number in the memo section of your check in order to ensure that you receive proper credit for each payment.**
- 10) Check should be made payable to Smart Tuition and mailed to PO Box 11731, Newark, NJ 07101.

Please refer to St. Dorothy's School Tuition Policy for more details. The School Tuition Policy is also posted on the school website.