

# SMART TUITION 2018-2019 RE-ENROLLMENT INSTRUCTIONS

Your School has again partnered with Smart Tuition to service your child(ren)'s tuition account. As a current family at St. Vincent de Paul School, you already have a Smart Tuition account. To prepare for the 2018-2019 school year you will need to log in to your account to verify or update your family's information.

To re-enroll in Smart Tuition for 2018-2019 please follow the instructions below:

## 1. ONLINE RE-ENROLLMENT

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

Enter your existing USERNAME and PASSWORD under the "I have a Smart Account" and click LOGIN.

WELCOME TO ENROLL WITH SMART

If you have an existing Smart account please login below to enroll for the new year or add a student to your account. If you do not have an existing Smart account or are changing schools, please proceed to create a new account.

I HAVE A SMART ACCOUNT

USERNAME

PASSWORD

LOGIN

[Forgot your user name/password?](#)

- OR -

I DO NOT HAVE A SMART ACCOUNT

CREATE A NEW ACCOUNT

If you forgot your user name or password, click on the "**Forgot your user name/password?**" link, and you will then be asked for 2 of 3 pieces of information (as shown below):

In order to provide you with your Username and reset your password, please provide two pieces of the following information from your existing Smart account.

FAMILY ID

E-MAIL ADDRESS

PHONE NUMBER

FIND CANCEL

*If you do not know this information, or need any help logging in to your Smart Tuition account, please contact Jean Landman [jeanlandman@saintvdp.org](mailto:jeanlandman@saintvdp.org)*

**2. REVIEW YOUR ACCOUNT** Enter your identifying information and review the account details that you want for the upcoming year

*If you do not know this information, or need any help logging in or reviewing your Smart Tuition account, please contact Jean Landman [jeanlandman@saintvdp.org](mailto:jeanlandman@saintvdp.org)*

### **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 St. Vincent's for 2018-2019, you may add them to your account at this time.

### **5. SECTION 3 – HOW & WHEN TO PAY?**

Review the payment plans offered by your school and choose one. The payment 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 [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 Contact Center is available 24 hours per day. Families can access their accounts to check balances and make payments. Call us at (888) 868-8828.

