



Dear Parents/Guardians,

St. Stephen's Episcopal School has partnered with Smart Tuition to service your child's 2013-2014 tuition account. Please follow the instructions below.

1. ONLINE ENROLLMENT

You will receive the following email from Smart Tuition to go to: www.enroll.smarttuition.com

This email will come from customerservice@smarttuitionmessages.com (please add this to your safe contacts for email) The Subject line will say "Smart Tuition Online Enrollment - Registration confirmation"

Dear parent/guardian,



Below please find your enrollment registration code for ST. STEPHEN'S EPISCOPAL SCHOOL and Smart Tuition.

Use this code to view or complete your enrollment session at any time.

Simply go to <https://enroll.smarttuition.com> and enter the following information.

School Code: 11965

Registration Code: *(will vary per family)*

Please contact us 24 hours a day, 7 days a week at (888)868-8828 with questions or comments.

Sincerely,
The Smart Tuition Team

2. REGISTRATION Once you receive the email go to www.enroll.smarttuition.com with your school code and unique registration code from the email you received.

Under *EXISTING REGISTRATION* enter your school's code, **11965**, your email address and your unique registration code and select CONTINUE REGISTRATION and you will be directed to your school's online enrollment form.

When you get to the enrollment form your contact information will be pre-filled based off of what ST. STEPHEN'S EPISCOPAL SCHOOL has already provided to us. Please review the information in the following sections, select your payment options, and confirm.

3. SECTION 1 -FAMILY INFORMATION Please verify 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.



4. SECTION 2 – SELECT A PAYMENT PLAN Review the available 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 without school permission.

5. SECTION 3 – SELECT A PAYMENT METHOD Tell us ‘how’ and ‘when’ you will make payments. Select your preferred method of payment and due date from the options offered by your school.

6. SECTION 4 –STUDENT INFORMATION Please verify the name and grade of the children who will attend the school.

7. SECTION 5 – READ AND SIGN Review Smart Tuition terms and conditions, check off the *I AGREE* box, and click *SUBMIT* to submit your enrollment form.

After completing the form, you will be presented with a confirmation page and your information will be submitted to **St. Stephen’s Episcopal School** for review and account activation.

After completing the form, you will be presented with a confirmation page and your information will be submitted to **St. Stephen’s Episcopal School** for review and account activation. You will receive a letter in the mail with login instructions for your online account once your school has activated the account. Once activated, you can access your Smart Tuition account at parent.smarttuition.com. Login to your Smart online account to view your balance, make payments, update your personal information, and chat with a live representative and more. 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 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 1-888-868-8828.

Sincerely,
Smart Tuition