



January 2019

Dear Parents:

We will continue to partner with Smart Tuition for the processing and collection of tuition and fees for the <2019-2020> school year.

**Smart Tuition makes it easy for you to:**

**Select a payment method that works best for you**

- Choose to receive a monthly invoice, or
- Set up recurring automatic payments from your bank account or credit card
- *Visa, MasterCard, Discover, and American Express* are accepted

**Access your account online**

- Review account history, transaction details, and print monthly invoices
- Edit your contact information, password, and payment method
- Make a payment or set up recurring payments

**Receive payment and follow up reminders**

- For recurring payments, a reminder is emailed 7-10 days before the due date
- For missed payments and outstanding balances you will receive an email and phone call

**Speak with a customer service representative**

- Families can access their accounts to check balances and make payments 24/7
- Spanish speaking representatives are available
- Call toll free to make payments at (888) 868-8828

Please go online before <May 1st> to enroll in Smart Tuition at: [www.enrollwithsmart.com](http://www.enrollwithsmart.com)

Our school code is: 11686.

Thank you for selecting our school for your child's education.

Sincerely,

Sue Barnowski  
Business Manager