



Trinity Lutheran Church and School  
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www.trinitymcs.com

Dear Parents:

We are pleased to announce that we will be partnering with Smart Tuition for the processing and collection of tuition and fees for the 2018-19 school year.

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

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

Invoices can be sent monthly allowing you the option to mail in a check or money order. Your check must be sent to Smart Tuition as Trinity will no longer be accepting payments in the Office. Your check must arrive by the 10th to avoid a follow up fee from Smart Tuition.

\*\*Follow-up service fee: \$40 per missed payment

Setup reoccurring payments with the Automatic Debit Options which allow you to pay using our bank draft option on the 10th or the 15th, or charge your credit card on either the 10th or the 15th.

\*\*Credit Card Convenience Fee (Amex, Discover, M/C) – 2.5% of transaction

\*\*ACH payment – Free

\*\*ACH payment failed or bounced check fee – \$25

**\*Please note that Trinity will no longer be accepting payments in the office, all payments must go through Smart Tuition.**

**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 to enroll in Smart Tuition at: [www.enrollwithsmart.com](http://www.enrollwithsmart.com) and follow prompts to enter information.**

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

Sincerely,

A handwritten signature in black ink that reads "Dawn Young".

Pastoral Assistant—Principal

# SMART TUITION GENERAL ENROLLMENT INSTRUCTIONS

Your School has partnered with Smart Tuition to service your child's 2018-2019 tuition account. To enroll online, please follow the instructions below:

## 1. ONLINE ENROLLMENT

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

If you are a returning family with a previous account on Smart Tuition, Enter your existing USERNAME and PASSWORD under the "I have a Smart Login from last year" and click the find my account button.

## FOR NEW TRINITY LUTHERAN SCHOOL FAMILIES:

### WELCOME TO ENROLL WITH SMART

Click on the blue box, Create a New Account.

#### 1. FIND YOUR SCHOOL

Enter your school's name in the search box. Make your selection by clicking the green circle.

#### 2. SECTION 1 – WHO WILL PAY?

Enter the parent, guardian, or bill payer's contact information. Please provide your telephone number and email address as Smart Tuition regularly communicates important information about your account via telephone and email.

#### 3. SECTION 2 – WHO WILL ATTEND?

Enter the names and grades of the children who will attend the school. If you already have a child in this school with a Smart Tuition account, simply add any additional children to your existing account by going to [enrollwithsmart.com](http://enrollwithsmart.com) and enter your current account information under I Have A Smart Account.

#### 4. 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.

#### 5. SECTION 4 – SUBMIT

Review Smart Tuition's terms and conditions. Click SUBMIT ENROLLMENT to complete your online enrollment.

### REGISTRATION APPLICATION SUCCESSFUL

You will receive a confirmation page with your Smart Tuition Family ID. Your school will then review your enrollment, and once complete, you will receive confirmation from Smart Tuition.

### 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.

