



SMART TUITION™

Time to sign up with Smart Tuition! An online enrollment site has been created just for our families. If you are ready to get started with enrolling online, please follow the instructions below:

1. **BEGIN.** Visit the school's family enrollment site at www.EnrollWithSmart.com. Click on CREATE A NEW ACCOUNT under "I do not have a Smart Account."
 2. **CHOOSE "Our Lady of the Lake Preschool".** Under "Find your child's institution by school name or school ID", search for us by name or enter our Smart School ID #13455.
 3. **WHO WILL PAY?** Enter one parent/guardian as the primary account holder. S/he will be responsible for paying the student(s) charges. Enter the bill payer's contact information. Please be sure to include telephone number and email address, as Smart Tuition regularly communicates important information about your account.
 4. **WHO WILL ATTEND?** Enter your child's name and select his/her pre-school program.
NOTE: If you have more than one child attending the school, add them to the one account. Do NOT register them individually. If you need to add a child, at a later time, please contact the school.
 5. **HOW & WHEN WILL YOU PAY?** Review the available payment plans and due dates and choose one. Now select your preferred method of payment.
 - **Mail me an invoice.** Your tuition invoice will be mailed approximately 20 days before the due date. You are welcome to make payment by mail by check or money order payable to Smart Tuition (Smart Tuition does not accept cash payments). Payment may also be initiated from your bank or financial institution. Please note that your financial institution will not electronically transfer the payment to Smart Tuition —a check will be mailed. To ensure payment is received on time, set up your online bill pay to occur 7-10 days before your bill's actual due date.
 - **Automatically debit my bank account.** If an automatic debit from a checking or savings account has been selected, emails are sent approximately 10 days before your scheduled due date and will contain the debit amount.
 - **Automatically charge my credit card/debit card.** If an automatic charge to your credit card/debit card account has been selected, emails are sent approximately 10 days before your scheduled due date and will contain the charge amount. Visa, MasterCard, Discover, or American Express cards are accepted. **NOTE: A 2.85% convenience fee will be assessed for each credit/debit card transaction.**
- *NOTE: A minimum of three (3) business days notice is required to make changes or updates to your payment method.**
6. **SUBMIT.** Review Smart Tuition's terms and conditions. Click SUBMIT ENROLLMENT to complete your online enrollment.

CONFIRMATION. Upon online enrollment completion, a confirmation page will display and a confirmation email will be sent to you. Billing will be applied to the account, by the school, after the enrollment process. Once billing is applied, your account will be activated and you will be emailed instructions on how to access/view it.