

February 6, 2015

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 2015-2016 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

- Live agents are available 24 hours a day, 365 days a year
- Call toll free to make payments at (888) 868-8828

Smart Tuition will be sending you an email with enrollment instructions. We ask that you complete your enrollment by February 27, 2015. Feel free to contact the Business Office if you have any questions or need any assistance.