



# Presentation of Mary Academy

*Private Catholic Coeducational Academy Pre-Kindergarten through Grade 8*

## NEW FAMILY SMART TUITION ENROLLMENT INSTRUCTIONS

**All families will need to register online immediately after submitting your tuition agreement to the office.** A one-time annual service fee of \$38.00 will be added to your first payment. (Annual fee waived if you prepay tuition on August 1<sup>st</sup> and not using before/after care services.) Go to our school website: [www.pmaschool.org](http://www.pmaschool.org) and click under Admissions/Tuition & Fees for the Smart Tuition Plan link or <https://enroll.smarttuition.com>. The school code is 12679.

Families can pay their tuition in one of following ways:

1. **One automatic Tuition payment through SMART Tuition. Payment on August 1, 2015.**
2. **Two automatic Tuition payments through SMART Tuition will be processed in July and January.**
3. **10 or 12 automatic monthly Tuition payments through SMART Tuition. Payments will start July 2015.**

**Payments can be deducted from your account on the 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup> or the 20<sup>th</sup> of each month**

**With Smart Tuition you will be able to:**

- Pay your tuition and after school fees all in one monthly payment.
- You can opt to make weekly payments for after school in advance of your regular tuition payment.
- Payments can be made over the phone, through your Smart Tuition account online or on your mobile device.
- Smart Tuition will remind you about your next debit, by e-mailing you 7-10 days before your due date.
- Review and print your monthly billing details and payment history.
- You can edit your own profile, including your contact information, payment options, and much more.
- If you have any questions regarding your account activity or are in need of assistance, contact the **Smart Parent Help Center at 1-888-868-8828**. Customer service is available to assist you 24 hours a day, 7 days a week, 365 days a year.
- Other questions can be directed to the Business Office at 603 889-6054 x204 (option #4) or email at [ddegruisseaux@pmaschool.org](mailto:ddegruisseaux@pmaschool.org).

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### THE FOLLOWING IS A BRIEF OVERVIEW OF HOW YOUR ACCOUNT WILL BE HANDLED USING SMART TUITION:

**PRIMARY ACCOUNT HOLDER:** One parent or guardian must be listed as the primary account holder. The person named will be issued a username and password to access their account on Smart Tuition's secure website. This person will be responsible for paying the student(s) charges. The primary account holder may allow for an additional authorized person to access the account in order to view information, make payments, or make account changes.

**PAYMENT DATE OPTIONS:** On the enrollment form, there are three available debit dates for you to choose from, 5<sup>th</sup>, 10<sup>th</sup> and 20<sup>th</sup>. Smart Tuition will automatically debit your checking, savings, or credit card each month, on the date you select. MasterCard, Discover, or American Express cards are accepted with a **2.65% convenience fee** assessed for all **credit or debit card** transactions.

**BILLING:** You will receive a welcome letter once enrollment is complete, which outlines your scheduled monthly payments. Future billing notifications will be sent via email each month. Emails are sent 7-10 days before your scheduled due date. In addition, your complete billing information will be available to you online.

**DELINQUENT PAYMENTS:** Smart Tuition will contact the primary account holder by telephone and email if your account becomes delinquent. A \$40.00 fee will be assessed to your account, if your account is not brought current.

**BANK FEES:** In the event that your payment fails, a \$25 Bank Fee will be posted to your account.

**ACCESSING ACCOUNT INFORMATION:** You may access your account at any time by going to the Smart Tuition website. Once you have enrolled online, and your account is established, you will receive your unique username and password. By going to the **Smart Tuition website at <http://www.parent.smarttuition.com>** you will be able to view all activity and personal information.