



Dear Parents,

January 2016

Braintree After School Enrichment has partnered with Smart Tuition for the processing and collection of our families' tuition and fees. By moving to a tuition management system, Braintree After School Enrichment joins the large majority of area Catholic and private schools utilizing such services to better serve families while also improving the school's cash flow systems.

Please follow the directions below to set up your SMART TUITION account. **Please note: No child can begin attending BASE until a verified account has been established for his/her attendance. Please do not enroll more than once since it will result in duplicate accounts.** Let us know if you have any questions.

1. ONLINE ENROLLMENT

Go to: www.enroll.smarttuition.com

2. SCHOOL CODE

Enter and submit your school's code: **11664**

3. SECTION 1 - WHO WILL BE PAYING TUITION?

Enter the requested parent/guardian/account holder contact information. Be sure to provide your telephone number and email address, as Smart Tuition will send email auto-debit reminders, and regularly communicate important information about your account via telephone and email.

4. SECTION 2 - WHICH PAYMENT PLAN?

Review the available payment plans offered by your school and select one. The payment plans listed are mandated by your school and cannot be changed.

5. SECTION 3 - HOW & WHEN WILL YOU MAKE PAYMENTS?

Please select the payment options offered by your school. Please note that there's a 2.5% convenience fee applied to all credit/debit card payments. Smart Tuition does not accept Visa.

6. SECTION 4 - WHO IS ATTENDING THE SCHOOL?

Enter the name and grade (2016-2017 school year) of the child/children who will attend the school.

7. PARENT AGREEMENT

Review Smart Tuition's terms and conditions. Then, select the "Agree" check box and click "Continue" to submit your enrollment form.

Once submitted, you will be provided with a Username and Password for access to your tuition account online. Please allow time for your school to finalize the tuition, fees and discounts, if applicable and activate your account.

You can access your Smart Tuition account at www.parents.smarttuition.com. Your online account allows you to view balances due, make payments, update your personal information and find answers to commonly asked questions.

Smart Tuition manages the tuition payment program for your school and follows the policies established by your school. Please note that tuition amounts, tuition aid, scholarships and all other tuition related decisions are made by your school.

We look forward to working with your family and your school in providing convenient options for on-time payments. Our parent help center is available to assist you with questions about your account, 24 hours a day, 365 days a year, at 1-888-868-8828.

Sincerely,
Smart Tuition