

Dear Parent,

St Bruno has partnered with Smart Tuition to service your child's 2011-2012 tuition account. To register online, please follow the instructions below.

**1. ONLINE REGISTRATION**

Go to: [www.enroll.smarttuition.com](http://www.enroll.smarttuition.com)

**2. SCHOOL CODE**

Enter and submit your school's code: **11330**

After submitting your school's code, you will be redirected to St Bruno's Online Enrollment Form.

**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 regularly communicates important information about your account via telephone and email.

**4. SECTION 2 – WHO IS ATTENDING THE SCHOOL?**

Enter the name and grade information of the children who will attend the school.

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

Select the payment method that best suites your family's needs. Your school asks that you pay tuition by automatic deduction – **OR** – mail. If you select to pay by mail, you will receive a bill that will be due on the date you selected. If you select automatic deduction, Smart Tuition will debit your account on the due date you selected.

Then, select a payment due date from the available dates provided.

**6. SECTION 4 – 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 by Smart Tuition without school permission.

**7. PARENT AGREEMENT**

Review Smart Tuition's terms and conditions. Then, agree and click "Continue" to submit your form.

Once your tuition account is set up, you will be provided with a Username and Password for access to your tuition account online. Your online tuition account at [www.parents.smarttuition.com](http://www.parents.smarttuition.com), 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. The completion of St Bruno's Online Enrollment Form does not guarantee acceptance into the school. St Bruno reserves the right to approve or deny any applicants.

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 per day at 1-888-868-8828.

Sincerely,  
Smart Tuition