

SMART TUITION OPTION



Dear Parents,

Benchmark School is proud to again be partnering with Smart Tuition for the processing and collection of tuition for the 2022-2023 school year.

The payment schedule is July 2022 to May 2023, with the due dates being the 15th and 30th of the month. The only amount to be budgeted with Smart Tuition is the 2022-2023 school year tuition, less the deposit payable with your enrollment contract. The cost of this program is a one-time registration fee of \$48.00.

Smart Tuition makes it easy for you to:

Select a payment method that works best for you

- Choose and receive a monthly invoice, or
- Setup re-occurring payments from your bank account or credit card
- Visa, MasterCard, Discover and American Express are accepted *

Access 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 & outstanding balances you will receive an email and phone call

Speak to a customer service representative

- Live agents are available 24 hours a day, 365 days a year
- Call toll-free to make a payment 1-888-868-8828.

Please go on-line to enroll in Smart Tuition at: www.enrollwithsmart.com. Our school code is **11710**.

For families **NEW** to Smart Tuition, you will need to enroll on-line. For families who are **previously enrolled**, your account will be rolled over with the same information once we receive your contract indicating you wish to re-enroll.

Sincerely,

Kim Riley, Business Office

The following is a brief overview of Smart Tuition's account management process

PRIMARY ACCOUNT HOLDER – One parent or guardian must be selected as the primary account holder. This individual will be issued a username and password to access Smart Tuition's secure website and will be responsible for setting up payment for the students(s) tuition and fees. An additional authorized person can be added to access the account, view the information, make payments, or make changes to the account.

***PAYMENT METHOD OPTIONS** – On the enrollment form there are two options from which to choose.

1. Automatic Debit from your checking, savings or credit card. VISA, MasterCard, Discover and American Express cards are accepted. A 2.85% convenience fee will be assessed for all credit/debit card transactions.
2. Payment by mail to Smart Tuition (checks or money order payable to Smart Tuition). Smart Tuition does not accept cash payments.
3. Payments are accepted over the phone via the Smart Tuition toll free customer service line 1-888-868-8828.
4. Online payment initiated from your banking institution. Please note that your financial institution will be mailing a check to Smart Tuition. To ensure your payment is received on time, please set up your online bill pay to occur 7-10 days before your due date.

BILLING – If you elect to mail your payments, Smart Tuition will send an invoice approximately 20 days before the due date. If instead you elect to use the automatic debit option, you will receive a welcome letter at the beginning of the payment cycle and a reminder email each month. The reminders are sent approximately 10 days before the scheduled due date and will include the dollar amount to be deducted. Your billing information is available online at any time.

SWITCHING PAYMENT METHODS – Your payment method may be changed by contacting Smart Tuition's secure website, <https://parent.blackbaud.school/> or Smart Tuition's customer service line, 1-888-868-8828. A minimum of 5 days' notice is necessary to make changes or updates to your payment method.

DELINQUENT PAYMENTS – Smart Tuition will contact the primary account holder by telephone and email if a payment is not received in full by the due date. A \$40.00 fee will be charged if your account is not current.

COLLECTION and LATE FEES – In the event a payment is late, returned, or denied, a \$40.00 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 we receive your Smart Tuition enrollment form, and setup your account, a unique username and password will be sent to you by mail or email prior to your first due date. By visiting the Smart Tuition www.enrollwithsmart.com you are able to view activity and personal information at any time.

QUESTIONS REGARDING YOUR ACCOUNT – 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, 24/7, 365 days a week.