



**Introducing**  **SMART TUITION**  
*Financial Solutions for Schools and Parents™*

For the upcoming 2017-2018 school year, SS. Philip & James Parish School will be utilizing Smart Tuition as our tuition invoicing and payment service. This new service will replace our Tuition Automatic Payment Plan (TAPP). Our new partnership with Smart Tuition will allow us to offer various options for tuition payments.

We chose Smart Tuition for their tuition payment features and overall convenience for families. Their customer service team is accessible, efficient, and friendly. Smart Tuition has been providing this service to schools and parents for over 25 years and they serve over 2,500 schools nationwide.

By shifting our tuition processing to Smart Tuition, here are some of the benefits for you:

• ***New payment processing methods***

- You will be able to pay by auto debits to your checking or savings account or by credit card.
- You will be able to submit payment by phone, through a secure website, or via mobile apps.
- You will be able to set-up auto-bill options for checking/savings account payments, meaning you never have to worry about forgetting a bill.

• ***Online account management***

- You will be able to edit your profile online, including payment options, etc.
- You will be able to access and print monthly billing details and payment history.
- You will be able to review your payment history, including when your last payment was received.
- Families will be able to include all their SSPJ students on one account for easier management.

• ***Flexible billing and reminder options***

- With auto-bill, you will be able to choose to receive a reminder via email or text of your upcoming payment 10 days before your due date or
- You will be able to choose to receive paper invoices 20 days in advance of the due date.

• ***Customer service***

- You will have access to Smart Tuition customer service staff. Through a toll-free number, you may speak with a live agent or communicate via live chat.

This letter of introduction is a first step. The next page has additional detail on the accounts that Smart Tuition will be creating accounts for our families. Please continue reading the next page for more details. Also, please review the enclosed FAQs to learn more about Smart Tuition, as well as, how to access your account.

We look forward to working with you as we transition to this convenient new service.

Sincerely,

*Michael McCafferty*  
**Michael McCafferty**  
**Parish Business Manager**

**SS. PHILIP & JAMES SCHOOL**  
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## LET'S GET STARTED

Time to get enrolled with a Smart Tuition account! Please take note of the next steps/instructions below:

Within the next two weeks, a Smart Tuition account will be created for you. We ask you to monitor your email accounts (including the junk/spam folder) as you will receive a confirmation email that an account has been created. The email will come from **customerservice@smarttuitionmessages.com** with the subject line *"SS. Philip & James: Setting up your account with Smart Tuition."* Please note this will be a separate Smart Tuition account for those families with students enrolled at Bishop Shanahan High School. The only activity that will appear on this new account will be related solely to Saints Philip and James.

Once you receive the email, please click on the unique link within the email to be directed to the enrollment page. Review the parent, guardian, or bill payer's contact information. Please verify your telephone number and email address as Smart Tuition regularly communicates important information about your account.

Review the payment plans offered by your school and choose one. The plans listed are selected by your school and cannot be changed by Smart Tuition. Select your preferred payment method and due date from the options offered by your school.

Review Smart Tuition's terms and conditions. Click SUBMIT ENROLLMENT to complete your online enrollment. Billing will be applied to your account, by the school, after you complete your enrollment for a Smart Tuition account.

Please review the enclosed FAQs to learn more about Smart Tuition, as well as, how to access your account. If you have any questions or concerns, please contact Mrs. Davis at 610-363-6530, extension 100 or at [cdavis@sspj.net](mailto:cdavis@sspj.net).