

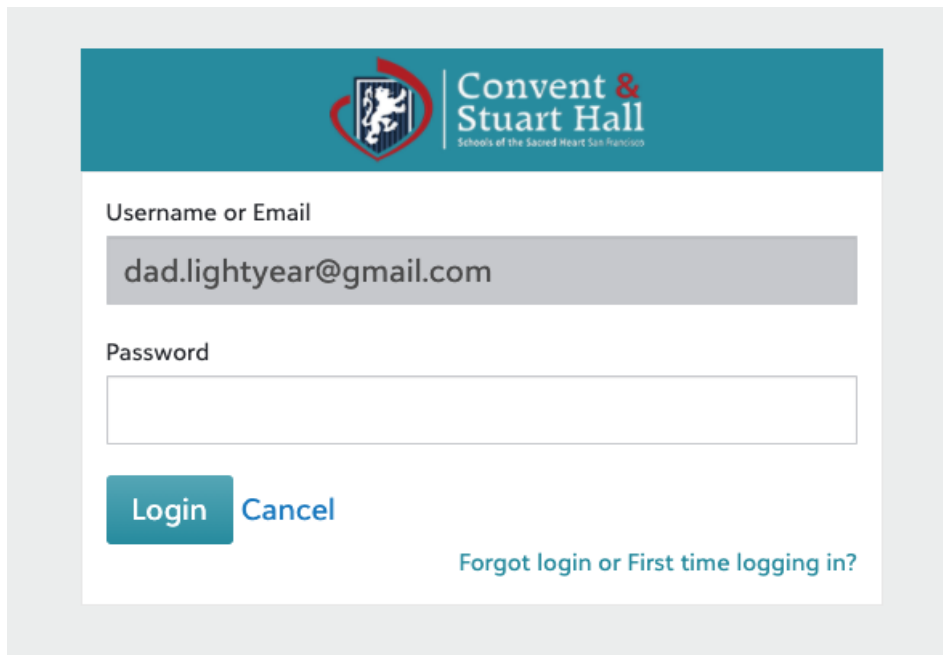
Enrollment Contract Instructions

Enrollment Contracts for the 2021–22 school year are now available online in the Parent Portal.

NEW for the 2021–22 School Year: We are pleased to announce that we will be partnering with Smart Tuition for the processing and collection of all tuition payments and fees for the 2021–22 school year. All families will now be able to access tuition information and pay tuition directly through the Parent Portal. You will no longer receive billing statements sent by mail.

Please follow the instructions below to access the Contract and complete your student's enrollment.

1. Visit the Parent Portal at sacredsf.myschoolapp.com.
2. Enter your email address and password. If you have difficulty signing in, please email admissions@sacredsf.org.



The screenshot shows the login interface for the Parent Portal. At the top is the Convent & Stuart Hall logo. Below it, there are two input fields: 'Username or Email' with the text 'dad.lightyear@gmail.com' and 'Password'. There are 'Login' and 'Cancel' buttons. At the bottom right, there is a link that says 'Forgot login or First time logging in?'.

3. Once logged in, select the **yellow highlighted text** that reads: **You have: 1 Contract(s) to Review**. *(The number of Contracts will reflect the number of students you will have at the school in 2021–22. You must submit one Contract for each student.)*



4. Select the green **Review** button on the **Files & Forms** page to open your Enrollment Contract. *(The date listed next to the button is your **contract due date**.)*

ⓘ You have: 1 Contract(s) to Review

Files & Forms

☐ Show completed forms

Dad's files and forms

Buzz's files and forms

Tuition Management Contract	2021-2022 Enrollment Contract	Due: 3/3/2021 Review
-----------------------------	-------------------------------	--------------------------------------

5. When the **eSignature Agreement** screen pops up, click **Agree**.
6. You will be asked “**Do you have an existing Tuition Management (Smart Tuition) account with Schools of the Sacred Heart San Francisco?**” (This step also establishes your single sign-on access for future tuition payments/inquiries.)

2021-2022 Enrollment Contract

School of the Sacred Heart San Francisco uses Tuition Management to handle deposits and tuition payment. **Do you have an existing Tuition Management account with School of the Sacred Heart San Francisco?**

☐ Yes, I already have a Tuition Management account with School of the Sacred Heart San Francisco

☐ No, I do not already have a Tuition Management account with School of the Sacred Heart San Francisco

[Continue to Contract](#)

- **Option 1: 👍YES** – “**Yes, I already have a Tuition Management (Smart Tuition) account with Schools of the Sacred Heart San Francisco**” should be chosen by families who are currently on the 10 payment plan (or 1 or 2 payment plan paid through Smart Tuition).

2021-2022 Enrollment Contract

School of the Sacred Heart San Francisco uses Tuition Management to handle deposits and tuition payment. **Do you have an existing Tuition Management account with School of the Sacred Heart San Francisco?**



Yes, I already have a Tuition Management account with School of the Sacred Heart San Francisco



No, I do not already have a Tuition Management account with School of the Sacred Heart San Francisco



Enter your username and password for your Tuition Management account at School of the Sacred Heart San Francisco. Please note that credentials for a Tuition Management account at a different school will not work.

Tuition Management


Username

Password

[Forgot Tuition Management username or password?](#)

[Continue to Contract](#)

Under Tuition Management, enter your **Smart Tuition** username and password (the same credentials used to access your account at parent.smarttuition.com) and click **Continue to Contract** to proceed. Your Smart Tuition account will now be linked to your Enrollment Contract(s).

- **Option 2:**  **NO** – “No, I do not already have a Tuition Management account with Schools of the Sacred Heart San Francisco” should be chosen by families who are currently on the 1 or 2 payment plan paid directly to the School (those who currently receive paper billing statements). Click **Continue to Contract** to proceed.

2021-2022 Enrollment Contract

School of the Sacred Heart San Francisco uses Tuition Management to handle deposits and tuition payment. **Do you have an existing Tuition Management account with School of the Sacred Heart San Francisco?**



Yes, I already have a Tuition Management account with School of the Sacred Heart San Francisco



No, I do not already have a Tuition Management account with School of the Sacred Heart San Francisco



A Tuition Management account will be automatically created when you submit this Contract. Please click continue below to proceed.

[Continue to Contract](#)

A Tuition Management (Smart Tuition) account will automatically be created upon submission of your Enrollment Contract(s).

7. **Joint or Split Accounts:** Directly under the student's name, you will see a blue highlighted question that reads “Will you be splitting payments for this student with someone who is using a separate Tuition Management account?”



Buzz Lightyear

Entering Year: 2021 - 2022 Grade:

Date of birth:

Joint or split accounts: Will you be splitting payments for this student with someone who is using a separate Tuition Management account? ☐ Yes ☒ No

- **Choose “No” if:** Both parents share the same address or one parent is 100% financially responsible for tuition. ***Please make sure the parent financially responsible is the first to complete the contract as the billing information is tied to the first parent if it's a joint account.***
- **Choose “Yes” if:** Parents are divorced/separated that live in separate households and wish to **split** tuition payments. Please note that the system defaults to a 50/50 split for the remaining tuition balance. If tuition should be split differently, please contact [Kent Nesbitt](#), Senior Accountant. Then click “Yes, create a second Tuition Management account”. ***Please note that the enrollment deposit cannot be split and therefore Parent 1 must pay the full amount at time of signing.***

Joint or split accounts


×

Are you sure you want to have a different Tuition Management account than the other person responsible for paying tuition and fees for this student?

If yes, an account will be set up for 50% of the tuition and fees due. If your school charges a tuition deposit or enrollment fees, the first payer completing the contract will be responsible for paying 100% of those at the time the contract is completed. If you need to change this arrangement, please contact your school directly.

 Yes, create a second Tuition Management account

Cancel

8. Initial/sign where indicated.
9. **Manage Billing Information:** Information listed in this area is strictly for billing purposes. You may click the  pencil icon located on the right side to make any billing information changes. **Please note: Changes here do not affect what information is listed in the school roster or DirectorySpot app. This is for billing purposes only.**
10. **Select a Payment Plan & Method:** Choose your preferred payment plan and payment method for *future* tuition payments. In the **Deposit** tab, you will designate a payment method specifically to pay your Enrollment Deposit.
11. Initial/sign where indicated and navigate to the **Review** page and click **Accept**.
12. **Pay your Enrollment Deposit:** In the **Deposit** tab, you will see the amount due. Under **Payment Options**, choose how you wish to pay the deposit amount shown.

2021-2022 Enrollment Contract

✓ Convent & Stuart Hall Enrollment Contract

✓ Binding Arbitration

✓ Electronic Signature Page

Deposit
Enrollment Deposit
Enrollment Fees
Tuition Insurance Elementary
Total Due

Payment Options *

✓ -- Select an Option --

American Express

Discover

Mastercard

Visa

Bank Account

- **Option 1: Credit Card** — A 2.85% processing fee applies to all payments made with a credit card. Enter all required information and select the **Pay & Submit** button on the bottom of the page.
- **Option 2: Bank Account** — There is no processing fee for payments made through a checking or savings account. Enter all required information and select the **Pay & Submit** button on the bottom of the page.

13. You must submit one Contract for each student.

Please note the following:

- Student enrollment is NOT complete until we receive (1) the Enrollment Contract submitted online by **BOTH** parents (see below) AND (2) the Enrollment Deposit by the deadline noted by your Contract.

- **PLEASE NOTE: Contracts without both parents' signatures are not visible in the queue and therefore cannot be processed. Each parent must log in with their unique username (your email) and sign/initial the Contract where indicated.**
 - **For Two-Parent Households: BOTH Parents/Guardians' signatures are required** when submitting the online Enrollment Contract to the school.
 - **For Separated/Divorced Households: BOTH Parents/Guardians' signatures are required** when submitting the online Enrollment Contract to the school unless there is legal documentation stating otherwise. If you have a special circumstance or have questions about completing the contract, please contact the admissions office at admissions@sacredsfs.org. Note: If you have submitted documentation previously, you should only see one parent listed on the Contract.

14. **For joint households:** As **Parent 2** logging in to sign the Enrollment Contract after **Parent 1** has already submitted his/her copy, you will ONLY need to initial and sign where indicated and click the blue **Agree, Next, To Review** and **Accept** buttons.

Select a Payment Plan & Method

Payment Plan Options

☐ 1 Payment: Jul

☐ 2 Payments: Jul & Dec

☒ 10 Payments: May-Feb

Add Tuition Insurance?

Payment Method

E-mail me an invoice for each payment I have due

Payment Due Date

1st

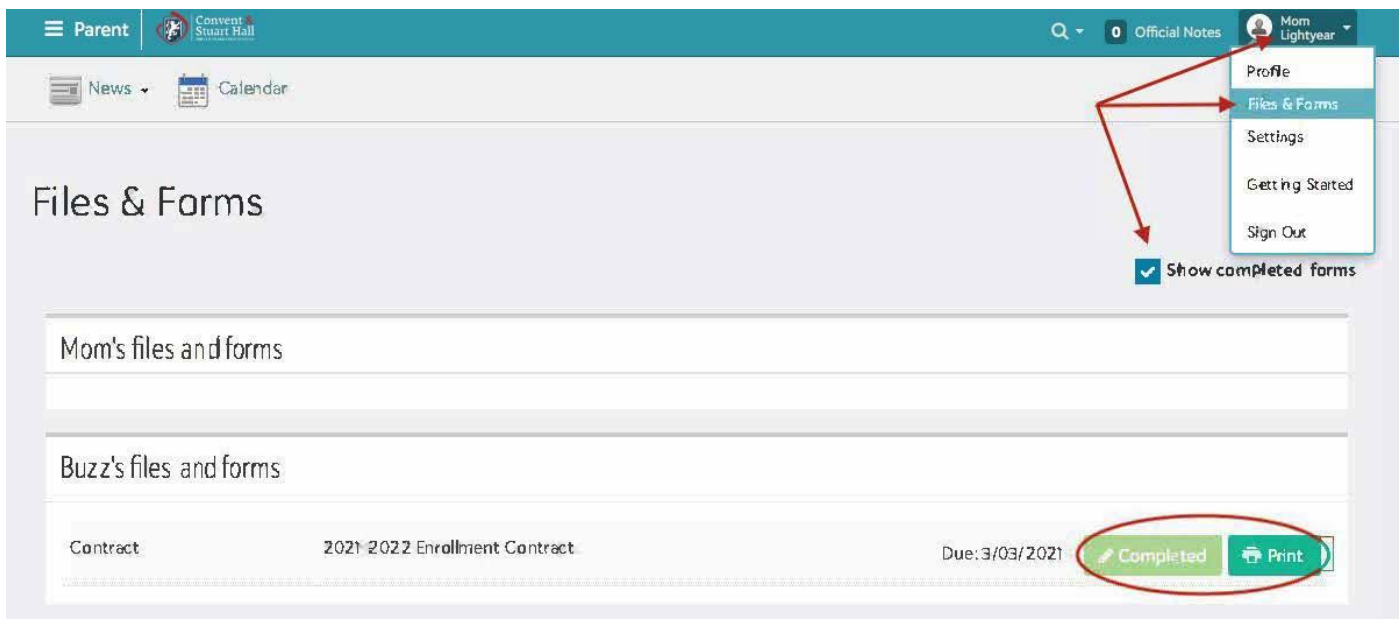
Payment plan and choice for Tuition Insurance is pre-filled from first parent's submission and cannot be amended by the second signer.



15. **Divorced/Separated Households:** As **Parent 2** logging in to sign the Enrollment Contract after **Parent 1** has already submitted his/her copy and the option to **split accounts** has been chosen, you will be asked for payment information for your share of the remaining tuition balance.

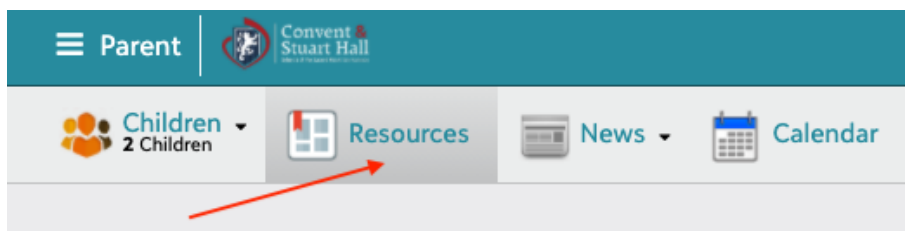
Helpful Tips:

- **Once your Contract has been signed by both parents, submitted and then processed by the school, you may access your completed Contract(s) from**

the Parent Portal by selecting your name in the top right-hand corner, choosing **Files & Forms** and then clicking the **show completed forms** checkbox.



- If both parents have signed the Contract, you should see “Completed” and “Print”
  symbols next to the Contract.
- After **Parent 1** submits each Contract and Deposit, two separate emails from Smart Tuition (customerservice@smarttuition.com) are generated: a payment confirmation and a Smart Tuition account confirmation. *No emails are generated when Parent 2 signs the Contract as the Smart Tuition account has already been created/confirmed unless it is a split account in which case Parent 2 will receive the account confirmation email only.*
- To look up your tuition information at a later time, simply log into the Parent Portal, choose **Resources** at the top of the page



and click the **Smart Tuition** tile.



- If you have any questions about this process, please contact the [Admissions Office](#). Thank you for choosing Convent & Stuart Hall!