



Convent & Stuart Hall

Schools of the Sacred Heart San Francisco

Enrollment Contract Instructions

Enrollment Contracts for the 2020–21 school year are now available online. Please follow the instructions below to access the Contract and complete your student's enrollment.

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

Convent & Stuart Hall
Schools of the Sacred Heart San Francisco

Username or Email
mom.lightyear@gmail.com

Password

Login Cancel

[Forgot login or First time logging in?](#)

3. Once logged in, select the yellow highlighted text that reads: **You have: 1 Contract(s) to Accept.**

Convent & Stuart Hall

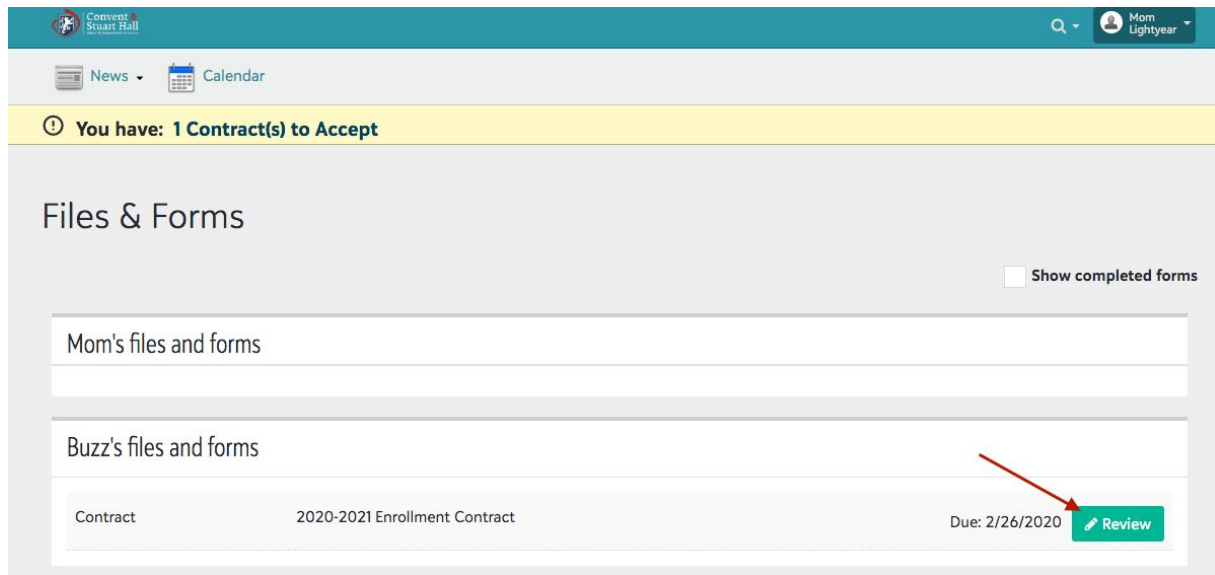
News Calendar

You have: 1 Contract(s) to Accept

Welcome to the Convent & Stuart Hall Portal Updated

Convent & Stuart Hall posted to School News July 2, 2019

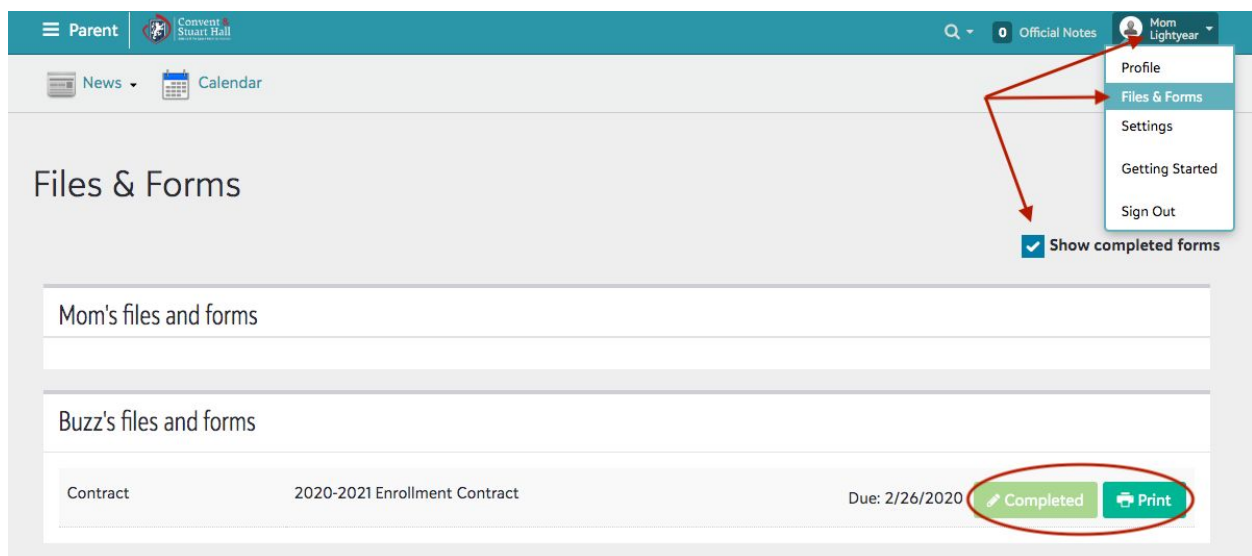
4. Select the green **Review** button (*next to your contract **due date***) on the **Files & Forms** page to open your Enrollment Contract.



5. You must submit one contract for each student. **Once submitted, you will receive a confirmation email for each contract.**

Helpful Tips:

- To avoid emails going into your SPAM folder, please add sacreds@myschoolapp.com to your email contacts.
- To access your completed contract(s), select your name in the top right-hand corner, choose **Files & Forms** and then click the **show completed forms** checkbox.



6. How to Pay Your Enrollment Deposit

2020-2021 Enrollment Contract

✓ Convent & Stuart Hall Enrollment Contract ✓ Binding Arbitration ✓ Electronic Signature Page Review **Deposit** Confirmation

Deposit Amount **\$3490.00** Deposit amount is 10% of tuition balance and will vary.

Payment Options *
✓ -- Select an Option --
DirectDebit

Pay & Submit

Deposit Amount
\$3490.00

Payment Options *
DirectDebit

First Name *

Last Name *

Address line 1 *

Address line 2

Address line 3

City *

State *
-- Select an Option --

Zip code *

Country *
United States

Bank Acct # *

Bank Routing# *

Bank Account Type *
-- Select an Option --

Account Holder Type *
-- Select an Option --

Pay & Submit

Direct Debit: Submit the enrollment deposit payments online via secure Direct Debit from a savings or checking account. Please complete all required fields, then click the blue **Pay & Submit** button. **If you have multiple students to enroll at the School, please make sure your daily withdrawal amount is sufficient to cover all charges, or submit each student's deposit on separate dates.**

If you have any questions regarding payment of the enrollment deposit, please contact admissions@sacredsfs.org.

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.

- 7. As the second parent logging in to sign the Enrollment Contract, you will **ONLY** need to initial and sign where indicated and click the blue **Agree, Next, To Review,** and **Accept** buttons.

Buzz's files and forms

Contract	2020-2021 Enrollment Contract	Pending indicates need for second parent signature	Due: 2/26/2020	<input type="button" value="Pending"/>
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Waiting for Dad Lightyear to sign and accept

Buzz's files and forms

Contract	2020-2021 Enrollment Contract	When second parent logs in, button will be orange and say "continue" instead of "review" in green	Due: 2/26/2020	<input type="button" value="Continue"/>
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I/We choose to pay tuition as follows:

<input checked="" type="checkbox"/> Plan 1 (Deposit plus 1 Installment) 1 payment	<input type="checkbox"/> Plan 2 (Deposit plus 2 Installments) 2 payments	<input type="checkbox"/> Plan 2b (Deposit plus 2 installments paid to SMART) 2 payments
<input type="checkbox"/> Plan 3 (Deposit plus 10 Installments) 10 payments	<input type="checkbox"/> Plan 4 (FACULTY/STAFF ONLY - Payroll Deduction) 26 payments	

Tuition Insurance (Please indicate Yes or No):
 Yes No

Payment plan and choice for Tuition Insurance is pre-filled from first parent's submission and cannot be amended without a new form being issued.

- **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.

If you have any questions, please contact the [Admissions Office](#).